

FACE SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1953

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 30, 1953

By: *C. I. Schottland*

Director

(Title)

FILED

in the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 1120 o'clock A.M.

FRANK M. JORDAN, Secretary of State

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Charles I. Schottland  
Director

W+IC 115, 116, 2140, 2141

Goodwin J. Knight  
Governor

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14

DEPARTMENT BULLETIN NO. 480-C (OAS)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DIRECTORS  
COUNTY AUDITORS

Subject: Revisions in Form Ag 278  
procedure because of reduction  
in size of OAS Permanent Sample  
and establishment of statistical  
reporting on reasons for  
discontinuance.

Effective February 1, 1954, Department Bulletin No. 480 (OAS) is revised as follows, to conform to new regulations which reduce the size of the OAS Permanent Sample and provide for summary statistical reports on reasons for discontinuance:

Page 3

Under "a. General Instructions," add the following paragraph:

"Whenever any action on an Old Age Security Permanent Sample case with state number ending in "22" ("Caseload" Sample) is authorized by completion of Form Ag 278, a fully-completed copy of this form shall be sent to the SDSW, Bureau of Research & Statistics, 616 K Street, Sacramento 14, California."

Pages 10 and 11

For the last paragraph on Page 10 (continued on page 11) substitute the following:

"In Column 4, enter payment data from Column 6 of the last Form Ag 278 transmitted. For all discontinuances, enter the code for the applicable Reason for Discontinuance opposite 'Sec. A' in Item 16. 'Sec. B' in Item 16 is to be disregarded."

Appendix I, Page 1

Under "2. County," add the following paragraph:

"Note: If the state number ends in '22,' send a fully-completed copy of Form Ag 278 to the SDSW, Bureau of Research & Statistics, 616 K Street, Sacramento 14, California."



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(Pursuant to Government Code Section 11380.1)

Appendix I, Page 4

Under Item "16. Remarks and Reason for Discontinuance," for the second paragraph substitute the following:

"For all discontinuances, enter the code for the applicable Reason for Discontinuance opposite 'Sec. A.' 'Sec. B' is to be disregarded. See Appendix II for codes."

Appendix I, Page 5

Item "D. Discontinuance." For this paragraph substitute the following:

"Check this item if aid is being discontinued. The effective date of discontinuance shall be shown. For all discontinuances, enter the code for the applicable Reason for Discontinuance opposite 'Sec. A' in Item 16. 'Sec. B' in Item 16 is to be disregarded. See Appendix II for codes."

Appendix II

Appendix II has been revised in its entirety to read as follows:

APPENDIX II

INSTRUCTIONS FOR CODING REASON FOR DISCONTINUANCE OF CASES DISCONTINUED,  
FORM Ag 278, ITEM 16, SEC. A.

SECTION A. REASON FOR DISCONTINUANCE OF AID - Enter in Section A, the code number (see below) for the reason aid was discontinued. If several reasons apply, enter the code for the one which occurred most recently. If several reasons occur simultaneously, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW.)

Code reasons for discontinuance as follows:

Code 99. Death.

Code 89. Transferred to another county: Aid is discontinued because the recipient has moved to another county and aid is being furnished by the other county.

Income Reasons:

Earnings of recipient: Include earnings from new employment and increased earnings. Also include earnings from self-employment. Include income derived from roomers and/or boarders in the household, if the recipient is responsible for management of the household. If the spouse is responsible for management of the household, use Code "03."

Code 01. County assisted in job placement:

County made placement referral to an agency or employer or provided employment counselling.

Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "02."

Department Bulletin No. 480-C (OAS)  
Appendix II, Page 2

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Code 02. Recipient found own employment.

Code 03. Earnings or other resources of spouse: Earnings (including earnings from self-employment) or separate income of the recipient's husband or wife. Examples are rental of the spouse's separate property or income derived from roomers and/or boarders in the household when the spouse is responsible for management of the household. Include marriage or remarriage and assumption of support by spouse.

Code 04. Contributions from adult children: Support in cash or in kind.

Code 05. Monthly income from real property: Such as the net rental of property owned by the recipient or his share of net income from rental of community property.

NOTE: Do not use this code for "recurring lump-sum income" (See Manual Section A-1118). Such cases should be reported under Code "06."

Code 06. Recurring lump-sum income: Income received at intervals of two months or more, in the same or in varying amounts, as defined in Manual Section A-1118.

Code 07. Old Age and Survivors' Insurance: OASI benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 08. Railroad retirement benefit: Benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 09. Military pension or benefit: Veterans benefits, serviceman's dependent benefits or any other benefits resulting from service in the armed forces by the recipient or a relative.

Code 10. Other pension or annuity: A monthly benefit, pension or annuity from any public or private source other than those listed for Codes "07" through "09" above. Use Code "06" if this income recurs at intervals of two months or more.

Code 11. Other income: Income from sources other than those listed above, e.g., contributions from friends, unemployment or disability insurance, income from personal property, etc.

Property Reasons:

Code 20. Increased real property holdings: Additions to the real property of recipient and/or spouse have caused the net assessed value of total real property to exceed that permitted under the OAS law. However, if income from the increased real property holdings is sufficient to meet the recipient's needs enter Code "05."

Department Bulletin No. 480-C (OAS)  
 Appendix II, Page 3



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**FILING ADMINISTRATIVE REGULATIONS  
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Code 21. Increased assessment of real property: The assessed value of the recipient's and/or spouse's real property has been increased so that the net assessed value exceeds the legal maximum, but there has been no increase in holdings.

Code 22. Refuses to comply with real property utilization requirements: The recipient refused to utilize his real property holdings or to offer his property for sale if such sale is necessary as required by Section A-715.

Code 23. Increased personal property holdings: The net value of the recipient's personal property or of the combined recipient's and spouse's personal property has increased beyond the legal maximum.

Other Reasons:

Code 30. In public medical institution more than two calendar months: e.g., in city or county hospital, district hospital, etc.

Code 31. Admitted to county infirmary (custodial care): i.e., for shelter and maintenance only. Include admission to county hospital if for custodial care only.

Code 32. Admitted to other public institution: Other than a public medical institution or county infirmary, e.g., county jail, state prison, state mental hospital, etc.

Code 33. Accepted for ANB or APSB.

Code 34. Loss of state residence.

Code 35. Whereabouts unknown: All efforts to locate have failed.

Code 36. Discontinuance requested by recipient; no reason given for request.

Code 40 - 42. Change in state law or policy: These codes are to be used only for reporting specific changes in state law or policy. Do not use unless special instructions have been issued by the SDSW.

Code 50. Other reasons: Reasons other than those listed above. Every effort should be made to classify a reason for discontinuance under one of the specific codes. Use this code only when no other reason is applicable.

Section B of Item 16 is to be disregarded.

Department Bulletin 480-A (OAS) is obsolete effective February 1, 1954.

Very truly yours,

*Charles I. Schottland*

Charles I. Schottland  
 Director

Department Bulletin No. 480-C (OAS)  
 Appendix II, Page 4



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Dated: December 30, 1953

By:

Director

(Title)

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of the State of California

DEC 31 1953

At 1120 o'clock A.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

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CHARLES I. SCHOTTLAND  
DirectorGoodwin J. Knight  
Governor

EX-115,116, 1552.4

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14

DEPARTMENT BULLETIN NO. 468, REVISED (STAT)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTSSubject: Aid to Needy Children - Family  
Groups: Monthly Report on  
Notifications to District  
Attorney.

The Federal Social Security Administration requires the state to submit statistical reports on Aid to Needy Children applications and active cases involving parental nonsupport which come to the attention of the county welfare departments.

In order to provide the required data on a current basis, each county shall submit a monthly statistical report (Form CA 254 Revised) to the State Department of Social Welfare by the 20th of each month following the month covered by the report. A supply of Form CA 254 (Revised) is being sent to each county under separate cover.

Please address all reports and questions regarding completion of the reports to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, California.

**PART A. ANC APPLICATIONS DISPOSED OF IN CASES OF PARENTAL NONSUPPORT**

This section is a report on applications disposed of on behalf of children in nonsupport cases. (Do not include ANC applications in the BH&I program).

For all items the entries in Column I shall be the number of families affected. The entries in Column II, however, should include only the children in nonsupport cases.

**Item 1. Total Applications Disposed of During the Month for Children in Cases of Parental Nonsupport** - Enter the sum of Items 1a through 1c.

**Item 1a. Applications Granted (Include Restorations)** - Enter the number of applications and restorations granted during the month for children in cases of parental nonsupport. (Families in Column I, children in Column II.)

**Item 1a(1). District Attorney Notified** - Enter the number of families (Column I) and children (Column II), included in Item 1a, about which the district attorney\* has been notified. If separate notices have been sent for more than one nonsupporting parent in a family, report the number of families and children affected rather than the number of notices sent.

\* "District attorney" shall be construed to include other proper law enforcement officials.



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Item 1a(2). District Attorney Not Notified - Enter the number of families (Column I) and children (Column II), reported in Item 1a, about which the district attorney had not been notified by the end of the report month. List such cases on the reverse of this report, giving county case number, state number, and case name for each case. At the end of each six-month reporting period, or oftener if necessary, information regarding subsequent actions will be requested on the listed cases, so that an accurate picture of actions on these cases will be reflected in the report to the FSSA.

Item 1b. Applications Withdrawn or Denied Because Applicant Preferred Not to Have Notice Sent - Enter the number of families (Column I) and children (Column II) in which the application was denied or withdrawn because the applicant preferred not to have the district attorney notified.

Item 1c. Other Disposition - Enter the number of applications denied, withdrawn or canceled for some other reason than that reported in Item 1b.

**PART B. ACTIVE ANC FAMILY CASES IDENTIFIED DURING THE MONTH AS NONSUPPORT CASES.**

This section is to be used for reporting active ANC nonsupport cases (families and children) which came to the attention of the county welfare department during the month because nonsupport occurred during receipt of ANC, or because of changes in law or policy or because the county failed to identify the case as a nonsupport case at the time aid was granted.

For all items the entries in Column I shall be the number of families affected. The entries in Column II, however, should include only the children not being supported by the parent.

**NOTE:** Do not report in Part B cases or children already reported in Part A in this or prior months. Relevant actions in subsequent months on listed cases will be reported at the end of the six-month period. (See instructions in Item 2c.)

Item 2. Total Cases Identified (Sum of Items 2a through 2d) - Enter the total number of active ANC Family cases and children identified during the month as nonsupport cases.

Item 2a. District Attorney Notified - Enter the number of families (Column I) and children (Column II) about which the district attorney was notified during the month. If separate notices were sent for each nonsupporting parent in a family, report the number of families and children affected rather than the number of notices sent.

Item 2b. Discontinued or Grant Decreased Rather Than Have District Attorney Notified - Enter the number of families (Column I) and children (Column II) discontinued at the end of the month because the person responsible for the children preferred not to have the district attorney notified. Include cases in which aid was decreased because ANC was discontinued for children affected by the requirements, but not for all of the children in the case. Do not include cases discontinued for other reasons; report such cases in Item 2d.

Item 2c. Identified But Not Discontinued: District Attorney Not Notified - Enter the number of cases (Families Column I, Children Column II) included in Item 2, in which the district attorney was not notified during the month and the case was not discontinued during the month. List cases included in this item on the reverse of the report, giving county case number, state number, and case name for each case. At the



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end of each six-month reporting period, or oftener if necessary, information regarding subsequent action will be requested on the listed cases so that an accurate picture of actions on these cases will be reflected in the report to the FSSA.

Item 2d. Discontinued For Other Reasons - Enter the number of families (Column I) and children (Column II) included in Item 2 for cases that were discontinued for reasons not directly connected with the notification requirement.

**PART C. LENGTH OF ABSENCE OF PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED**

Use this section for reporting the number of absent parents about whom the district attorney was notified during the month, and the lengths of time they had been absent (computed as of the date the district attorney was notified).

Item 3. Total Parents Reported to District Attorney - Enter the total number of parents who have been reported to the district attorney. Since more than one parent may be involved in a given nonsupport case, the total number of absent parents may be more than the number of families reported in Items 1a(1) plus 2a. If the district attorney has been notified that the same parent is involved in two or more cases, the parent will be counted more than once since the length of absence may be different for each family. This entry should equal the sum of Items 3a through 3e and should be the same as Item 4.

Item 3a. Absent Less Than 3 Months - Enter the number of parents who (as of the date the district attorney was notified) had been absent less than 3 months.

Item 3b. Absent 3 Months, But Less Than 1 Year - Enter the number of parents who (as of the date the district attorney was notified) had been absent at least 3 months but less than 1 year.

Item 3c. Absent 1 Year, But Less Than 5 Years - Enter the number of parents who (as of the date the district attorney was notified) had been absent at least 1 year but less than 5 years.

Item 3d. Absent 5 Years or Longer - Enter the number of parents who (as of the date the district attorney was notified) had been absent at least 5 years or longer.

Item 3e. Length of Absence Unknown - Enter the number of parents for whom length of absence is unknown.

**PART D. WHEREABOUTS OF ABSENT PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED**

Item 4. Total Parents Reported to District Attorney - Enter the total number of absent parents about whom the district attorney has been notified. Since more than one parent may have failed to support the children in a given case, the total number of absent parents may be more than the number of families reported in Items 1a(1) plus 2a. If the district attorney has been notified that the same parent is failing to support two or more families, the parent will be counted more than once since the length of absence may be different for each family. (This entry should be the same as Item 3.)

Item 4a. Whereabouts Unknown - Enter the number of absent parents whose whereabouts was currently unknown according to the information available to the agency. If the



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absent parent is known to be in California or outside of California, but more specific information is lacking, report under Items 4b(1) and 4b(2).

Item 4b. Whereabouts Known - Enter the total number of absent parents whose whereabouts was known according to the information available to the agency.

Item 4b(1). In California - Enter the number of absent parents known to be in California.

Item 4b(2). Out of California - Enter the number of absent parents known to be outside of California.

Very sincerely yours,

*Charles I. Schottland*

Charles I. Schottland  
Director

Attachment

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(Pursuant to Government Code Section 11380.1)

State of California

Department of Social Welfare

AID TO NEEDY CHILDREN  
MONTHLY STATISTICAL REPORT ON NOTIFICATIONS TO DISTRICT ATTORNEY\*

MONTH \_\_\_\_\_ COUNTY \_\_\_\_\_

| PART A. ANC APPLICATIONS DISPOSED OF IN CASES OF PARENTAL NONSUPPORT                                                 | FAMILIES<br>(I) | CHILDREN<br>(II) |
|----------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| 1. Total applications disposed of during month.....                                                                  |                 |                  |
| a. Applications granted (include restorations).....                                                                  |                 |                  |
| (1) District Attorney notified.....                                                                                  |                 |                  |
| (2) District Attorney not notified (list cases in accordance with instructions).                                     |                 |                  |
| b. Applications withdrawn or denied because applicant preferred not to have notice sent.....                         |                 |                  |
| c. Other disposition.....                                                                                            |                 |                  |
| PART B. ACTIVE ANC FAMILY CASES: CHILDREN IDENTIFIED DURING THE MONTH AS NONSUPPORT CASES                            |                 |                  |
| 2. Total cases identified.....                                                                                       |                 |                  |
| a. District Attorney notified.....                                                                                   |                 |                  |
| b. Discontinued (or grant decreased) rather than have District Attorney notified.....                                |                 |                  |
| c. Identified but not discontinued; District Attorney not notified (list cases in accordance with instructions)..... |                 |                  |
| d. Discontinued for other reasons.....                                                                               |                 |                  |
| PART C. LENGTH OF ABSENCE OF PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED                                           | PARENTS         |                  |
| 3. Total parents reported to District Attorney (same as Item 4; sum of 3a through 3e).....                           |                 |                  |
| a. Absent less than 3 months.....                                                                                    |                 |                  |
| b. Absent 3 months, but less than 1 year.....                                                                        |                 |                  |
| c. Absent 1 year, but less than 5 years.....                                                                         |                 |                  |
| d. Absent 5 years or longer.....                                                                                     |                 |                  |
| e. Length of absence unknown.....                                                                                    |                 |                  |
| PART D. WHEREABOUTS OF ABSENT PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED                                          |                 |                  |
| 4. Total parents reported to District Attorney (same as Item 3; sum of 4a and 4b).....                               |                 |                  |
| a. Whereabouts unknown.....                                                                                          |                 |                  |
| b. Whereabouts known ((1) + (2) below).....                                                                          |                 |                  |
| (1) In California.....                                                                                               |                 |                  |
| (2) Out of California.....                                                                                           |                 |                  |

\*Exclude notifications for children in boarding homes and institutions. "District Attorney" shall be construed to include other proper law enforcement officials.

Signature of Reporting Officer \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

(NOTE: List on reverse cases for Items 1a (2) and 2e)



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| List of Cases Reported in Part A, Item 1a(2) |                 |           | List of Cases Reported in Part B, Item 2c |                 |           |
|----------------------------------------------|-----------------|-----------|-------------------------------------------|-----------------|-----------|
| STATE NO.                                    | COUNTY CASE NO. | CASE NAME | STATE NO.                                 | COUNTY CASE NO. | CASE NAME |
|                                              |                 |           |                                           |                 |           |

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At 11:20 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By: *Chmz, Kay*  
Assistant Secretary of State

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Charles I. Schottland  
DirectorW4 IC 115, 116, 1550  
Goodwin J. Knight  
GovernorSTATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14

DEPARTMENT BULLETIN NO 432-A (ANC)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS  
LOS ANGELES JUVENILE COURT  
SAN FRANCISCO PROBATION DEPARTMENT

Subject: Numbering System - Aid to  
Needy Children

Instruction No. 6 in Department Bulletin No. 432 is hereby revised to provide for the assignment of state numbers to ANC reapplications whose previous case histories have been destroyed.

6. Reapplications shall be assigned the former number unless that is inconsistent with the above provisions or unless the case history has been destroyed as provided in Section C-030.

Very sincerely yours,

*Charles I. Schottland*Charles I. Schottland  
Director

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 Director

Goodwin J. Knight  
 Governor

STATE OF CALIFORNIA  
 DEPARTMENT OF SOCIAL WELFARE  
 616 K Street  
 Sacramento 14

DEPARTMENT BULLETIN NO. 499 (OAS)

TO: COUNTY WELFARE DEPARTMENTS  
 COUNTY BOARDS OF SUPERVISORS  
 COUNTY AUDITORS

SUBJECT: Submission of Authorization  
 Documents on OAS Restorations  
 Following Employment

The State Department of Social Welfare is interested in measuring the effect of AB 41, which was intended to encourage Old Age Security recipients to accept employment by requiring that aid shall be delivered within thirty days of a request for restoration following discontinuance for employment.

For the period February - December 1954, a copy of the aid authorization document shall be forwarded to the Bureau of Research and Statistics, 616 K Street, Sacramento 14, for each restoration following a discontinuance because of employment.

In addition to the information routinely required to complete the authorization document, the date of discontinuance shall be entered under "Remarks" on the authorization form, as well as one of the following reasons for requesting restoration: (1) Employment no longer available, (2) Income insufficient to meet need, (3) Ill health, or (4) Other.

Very sincerely yours,

*C. I. Schottland*

Charles I. Schottland  
 Director

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Assistant Secretary of State

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Charles I. Schottland  
DirectorGoodwin J. Knight  
Governor

LUX 10, 115, 116, 1550, 1560

## STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE 616 K STREET SACRAMENTO 14

DEPARTMENT BULLETIN NO. 484-B (ANC)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DIRECTORS  
COUNTY AUDITORS  
LOS ANGELES JUVENILE COURT  
SAN FRANCISCO PROBATION DEPARTMENT

Subject: Procedures for use of Form CA 278.  
Revisions because of reduction in  
size of ANC Permanent Sample and  
establishment of statistical  
reporting on reasons for discontinuance.

Effective February 1, 1954, Department Bulletin No. 484 (ANC) is revised as follows, to conform to new regulations which reduce the size of the ANC Permanent Sample and provide for summary statistical reports on reasons for discontinuance:

Page 2

Under "II. Instructions for Completion of the Authorization to Pay, Deny, Suspend, or Discontinue Aid to Needy Children, Form CA 278," for the third paragraph substitute the following:

"Whenever the action taken on an ANC Permanent Sample Case whose state number ends in '05,' '25,' or '45' ('Caseload' Sample) is discontinuance of the entire family group, one fully-completed form CA 278 shall be sent to the Bureau of Research & Statistics, 616 K Street, Sacramento 14, California."

Page 8

For the second paragraph under "C. Discontinued, Effective," substitute the following:

"The coded reason for discontinuance shall be entered in Section A, Item 17C in accordance with the instructions under Section III of the Bulletin as revised."

Page 11

Under "Example 19, Remarks," delete the second sentence.

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Section III is revised in its entirety as follows:

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 (Pursuant to Government Code Section 11380.1)

**III. INSTRUCTIONS FOR CODING REASON FOR DISCONTINUANCE OF CASES  
 DISCONTINUED - FORM CA 278, ITEM 17C, SECTION A.**

**SECTION A. Reason for Discontinuance of Aid.** Enter in Item 17C, Section A, the code number (see below) for the reason aid was discontinued. If several reasons apply, enter the code for the one which occurred most recently. If several reasons for discontinuance occur simultaneously, or if reasons differ among two or more children, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW.)

Coded reasons for discontinuance must be entered on all discontinuance authorization documents, whether the discontinuance is partial or total.

Code entries in Item 17C, Section A, are also required when transfers are effected from Family Group living arrangement to Boarding Home or Institution living arrangement, and vice versa.

Code these as follows:

Code 79. Transfer from Boarding Home or Institution living arrangement to Family Group living arrangement.

Code 89. Transfer From Family Group living arrangement to Boarding Home or Institution living arrangement.

Code reasons for discontinuance as follows:

Code 99. Transfer to Another County. The family or child has moved to another county and aid is being furnished by the other county.

Income Reasons

Code 01. Support from stepfather.

Code 02. Contributions from absent father.

Code 03. Earnings of father living in home: Include earnings from self-employment. Do not use this code if ineligibility is due to the return of an absent father or the fact that an incapacitated father is technically no longer incapacitated. For such discontinuances (whether or not the father is supporting the children) use codes "21" and "22," respectively.

Earnings of mother: Include earnings from self-employment.

Code 04. County assisted in job placement: County made placement referral to an agency or employer or provided employment counselling. Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "05."



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(Pursuant to Government Code Section 11380.1)

Code 05. Found own employment.

Code 06. Earnings of dependent children: Include earnings from self-employment.

Code 07. Contributions from other persons: Support from persons other than those listed above.

Code 08. Old Age and Survivor's Insurance.

Code 09. Military service benefits: One or more members of the family is receiving benefits arising from past or present service in the armed forces, e.g., allowances, military insurance, pensions, etc.

Code 10. Unemployment or disability insurance benefits.

Code 11. Other income: Income from sources other than those listed above. Report discontinuance for "recurring lump sum income" under this code.

Other Reasons

Code 20. Excess real or personal property: Real or personal property has been acquired in an amount sufficient to make the family or child ineligible. Use code "50" to report discontinuance because of increased assessment of real property without increase in holdings.

Code 21. Father no longer incapacitated: The father is technically no longer incapacitated for regular full-time employment. Use this code whether or not he is supporting the children.

Code 22. Absent father returned: The absent father has returned to the home. Use this code whether or not he is supporting the children.

Code 23. Child reached 18th birthday.

Code 24. Child aged 16 or over, ineligible under Sec. 1500, W&IC.: The 16-year-old child is not regularly attending school; is not disabled; and is not employed and contributing to the family's support.

Code 25. Child an inmate of a public institution: E.g., county hospital, state hospital, detention home, etc.

Code 26. Loss of state residence.

Code 27. Whereabouts unknown: All efforts to locate have failed.

Code 28. Refusal to cooperate with law enforcement officers.

Code 29. Refusal of reasonable employment or vocational rehabilitation.



CONTINUATION SHEET  
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(Pursuant to Government Code Section 11380.1)

Code 30. Refusal to provide essential information: Other than information necessary in cooperation with law enforcement officers.

Code 40 - 42. Change in state law or policy: These codes are to be used for reporting specific changes in state law or policy. Do not use unless special instructions for reporting have been issued by the SDSW.

Code 50. Other Reasons: Reasons other than those listed above. Every effort should be made to assign a specific reason. Use this code only when no other reason is applicable.

Section B. Material Change in Economic Circumstances.

Entry of a code in this section is no longer required.

The code sheet following page 16 is obsolete.

Very truly yours,

*Charles I. Schottland*

Charles I. Schottland  
Director

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FACE SHEET  
FILING ADMINISTRATIVE REGULATIONS  
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DEC 30 1953

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 30, 1953

By: *C. I. Schottland*

Director

(Title)

FILED

in the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 11:20 o'clock A.M.

FRANK M. JORDAN, Secretary of State

*Frank M. Jordan*  
Assistant Secretary of State

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CEX 1C 115, 116, 3075, 3460

Goodwin J. Knight  
Governor

Charles I. Schottland  
Director

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO 14

DEPARTMENT BULLETIN NO. 481-A (ANB, APSB)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DIRECTORS  
COUNTY AUDITORS

Subject: Procedures for use of Form BI 278.  
Revisions because federal report  
on Reasons for Discontinuance no  
longer required.

Effective February 1, 1954, Department Bulletin No. 481 (ANB, APSB) is revised as follows, since information on material changes in the economic circumstances of discontinued cases is no longer required for reporting to the Federal Social Security Administration:

Page 11

Under "(4) Discontinuance of Aid," in the second paragraph, delete the sentence:

"For all discontinuances except those due to death, enter opposite 'Sec. B' in Item 16, the code for the first applicable item appearing on the list entitled 'Material Change in Economic Circumstances of Cases Discontinued'."

Appendix I, Page 4

Under "16. Remarks and Reasons for Discontinuance:" in the second paragraph, delete the sentence:

"For all discontinuances except those due to death, enter opposite 'Code B' the code for the first applicable item appearing on the list entitled 'Material Change in Economic Circumstances of Cases Discontinued!'"

Appendix I, Page 5

Under "D. Discontinuance:" delete the sentence:

"For all discontinuances except those due to death, enter opposite 'Sec. B' in Item 16, the code for the first applicable item appearing on the list entitled 'Material Change in Economic Circumstances of Cases Discontinued.'"

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(Pursuant to Government Code Section 11380.1)

Appendix II, Page 1

Change the heading to read:

"INSTRUCTIONS FOR CODING REASON FOR DISCONTINUANCE, FORM BL 278, ITEM 16.  
SEC. A."

Appendix II, Pages 3 and 4

Under "Section B. MATERIAL CHANGES IN ECONOMIC CIRCUMSTANCES OF  
DISCONTINUED CASES (EXCLUDE DEATH)," delete the entire text.

APPENDIX II, Page 5 "CODES FOR DISCONTINUANCE OF AID," Item 16."

Delete all of Section B.

Entries are no longer required opposite "Sec. B Code" of Item 16 on  
Form BL 278.

Very truly yours,

*Charles I. Schottland*

Charles I. Schottland  
Director

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Department Bulletin No. 481-A (ANB, APSB)  
Page 2



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DEC 30 1953

Division of Administrative Procedure

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Department of Social Welfare

(Agency)

Dated: December 30, 1953

By:

*R. J. Schattlue*

Director

(Title)

FILED

in the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 11:20 o'clock A.M.

FRANK M. JORDAN, Secretary of State

Assistant Secretary of State

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A-212 ASSIGNMENT OF STATE NUMBERS

A-212

The county shall assign a state number to each OAS application at the time it is taken.

1. Cases never before on OAS in county

List names in alphabetical order and assign numbers in sequence, beginning with the number following the last number assigned.

2. Cases previously on OAS in county

Reassign the former state number except that the use of the former state number is optional if the case history has been destroyed as provided in Sec. A-180, Destruction of Case Records.

Whenever the term "State Number" is used, it refers to the combination of county prefix, numerical designation, and categorical suffix; e.g., Ala 10101 Ag.

The OAS number series shall be independent of the ANB-APSB series.

(W&IC 2140)

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A-232 WHEN APPLICATION IS TO BE TAKEN

A-232

An application (Form Ag 200) shall be signed by the applicant and acknowledged by a properly qualified official on all requests for aid at the time the applicant first makes known his need (unless this was reported by telephone or letter). (See Sec. A-228, Person Making Application.) The only exceptions to the requirement that an application be signed when request is made are as follows:

1. If the applicant recognizes that he is ineligible and states that he does not wish to continue with the application.
2. If an application or request for restoration was erroneously denied and upon reconsideration corrective action is taken as provided in Sec. A-1316, Item 9, aid is granted on the same application or request for restoration which was previously denied.

An application or request for restoration is erroneously denied if the county had information that the person was eligible, but took denial action because this information was misinterpreted or overlooked, or took denial action before all reasonable sources of information as to eligibility were exhausted. (See Secs. A-1302, Beginning Date of Aid, Item 4, and A-1316, Retroactive Aid Payments, Item 9.)

3. If restoration is requested within one year from the effective date of discontinuance of OAS. (See Secs. A-204, Definitions, and A-1322, Instructions for Use of Notice of Change, (Section I).)
4. If aid is granted on appeal to the SDSW.

(W&IC 2140)

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(Pursuant to Government Code Section 11380.1)

A-735

PROPERTY

Old Age Security

## A-735 EVALUATION OF PERSONAL PROPERTY

A-735

Evaluation of personal property begins with the applicant's statement of his holdings. Verification of his statements is required except as herein specified. The applicant is the primary source of verification in that he frequently has documents in his possession which support his statements. In the absence of conflicting information such documents shall be used rather than pursuing the investigation through other sources. (See Sec. A-372 D, Content of the Annual Reinvestigation.)

1. Cash on Hand and in Safe Deposit Boxes

The applicant's statement of the amount of cash or currency in his personal possession shall be verified by his statement which shall be recorded in the case record.

If an applicant or recipient rents or has the use of a safe deposit box he shall be requested to furnish all pertinent detail regarding his stock certificates, bonds, mortgages, insurance policies or other types of personal property kept in the box. If he is unable or unwilling to secure the necessary detailed information he shall be required to review the contents of the safe deposit box in the presence of the public assistance worker. All pertinent detail regarding items of personal property in the safe deposit box shall be recorded in the case record.

2. Cash on Deposit

The actual amount of funds on deposit in banks, postal savings accounts, building and loan associations etc., shall be verified by inspection of documents in the applicants' possession, such as bank books, postal savings certificates, etc. Verification through the particular savings institution is required if:

- a. The applicant is unable or unwilling to present the necessary documents for review.
- b. His personal property holdings approach the maximum unless the documents clearly show an entry since the last interest payment accrued.
- c. There is inconsistent or conflicting information regarding the applicant's funds.

(Section Continued on Next Page)

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Old Age Security

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The current market value of a deposit in a company in process of liquidation shall be considered.

When the applicant's name appears with that of another person on a joint or trustee account, there is a presumption that the applicant is the owner of all the funds in the account. When the applicant contends that all of the funds in the account do not belong to him effort shall be made to establish his exact interest through affidavits from all parties concerned. Further evidence shall be secured if any of the parties fail to make an affidavit or the affidavits do not agree as to ownership of the funds. All data relating to verification of funds on deposit in banks or elsewhere shall be recorded in the record.

3. Notes, Mortgages and Deeds of Trust

The current market value of notes, mortgages and deeds of trust, i.e., the amount which could be realized if such instruments were offered for quick sale, shall be ascertained from local bankers, realtors, loan companies, or others qualified to make such estimates. The current market value and the source through which it was determined shall be recorded in the case record. Two or more estimates should be secured when the first estimate results in the value of the total personal property holdings being slightly below or above the maximum allowed. Additional estimates should also be secured if the first estimate appears to be unrealistic in light of the factors affecting current market value.

4. Stocks and Bonds

The current market value of stocks and bonds shall be secured through daily newspaper quotations, brokerage houses, banks or established tables of values. (Exception: Stock in a water company not appurtenant to the land to the extent of and in the amount necessary to obtain water for agricultural purposes shall be considered real property.) The current market value and the source through which it was determined shall be recorded in the case record.

The current market value of all U. S. savings bonds or other bonds or obligations of the U. S. registered in the name of one person payable on death to a named survivor, represent personal property of the registered owner during his lifetime. Upon the death of the registered owner they become the property of the named survivor unless federal laws and regulations governing the issuance thereof provide otherwise.

A person named as a co-owner and having possession of a U. S. bond shall be deemed to be the presumptive owner unless such ownership is refuted by evidence that all or part of the funds used to purchase the bond did not belong to him. When the contention is made that all of the funds

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used to purchase the bond did not belong to the person, and that the bond was not a gift, effort shall be made to establish whether he has any interest in it. The fact that there may be two co-owners of the bond shall not in itself determine that the bond is jointly owned. The person whose name appears on the bond as co-owner and who does not have possession of such bond shall not be presumed to own any part of the bond unless evidence refuting such presumption is set forth.

The current market value of the United States savings bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds. Redemption values increase on the anniversary dates which fall at six month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

SERIES E WAR BONDS

| Year After Month<br>of Issuance | \$25    | \$50    | \$100   |
|---------------------------------|---------|---------|---------|
| -- $\frac{1}{2}$                | \$18.75 | \$37.50 | \$75.00 |
| $\frac{1}{2}$ --1               | 18.75   | 37.50   | 75.00   |
| 1-- $1\frac{1}{2}$              | 18.87   | 37.75   | 75.50   |
| $1\frac{1}{2}$ --2              | 19.00   | 38.00   | 76.00   |
| 2-- $2\frac{1}{2}$              | 19.12   | 38.25   | 76.50   |
| $2\frac{1}{2}$ --3              | 19.25   | 38.50   | 77.00   |
| 3-- $3\frac{1}{2}$              | 19.50   | 39.00   | 78.00   |
| $3\frac{1}{2}$ --4              | 19.75   | 39.50   | 79.00   |
| 4-- $4\frac{1}{2}$              | 20.00   | 40.00   | 80.00   |
| $4\frac{1}{2}$ --5              | 20.25   | 40.50   | 81.00   |
| 5-- $5\frac{1}{2}$              | 20.50   | 41.00   | 82.00   |
| $5\frac{1}{2}$ --6              | 20.75   | 41.50   | 83.00   |
| 6-- $6\frac{1}{2}$              | 21.00   | 42.00   | 84.00   |
| $6\frac{1}{2}$ --7              | 21.50   | 43.00   | 86.00   |
| 7-- $7\frac{1}{2}$              | 22.00   | 44.00   | 88.00   |
| $7\frac{1}{2}$ --8              | 22.50   | 45.00   | 90.00   |
| 8-- $8\frac{1}{2}$              | 23.00   | 45.00   | 92.00   |
| $8\frac{1}{2}$ --9              | 23.50   | 47.00   | 94.00   |
| 9-- $9\frac{1}{2}$              | 24.00   | 48.00   | 96.00   |
| $9\frac{1}{2}$ --10             | 24.50   | 49.00   | 98.00   |
| 10                              | 25.00   | 50.00   | 100.00  |

Example: A \$25 Series E bond purchased June 24, 1948 was worth \$18.75 through May 31, 1949. On June 1, 1949 (the first day of the anniversary month), the value increased to \$18.87 on December 1, 1949 to \$19.00, on June 1, 1950 to \$19.12, etc., according to the values given on the back of the bond.

On May 1, 1951, the first Series E bonds reached maturity. These may be cashed, held, or exchanged for Series G bonds.

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Old Age Security

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REDEMPTION VALUE SERIES E BONDS

After Date of Maturity  
Bonds Issued May 1, 1941, through April 1, 1942

| Period After<br>Maturity Date | Redemption Values |         |          |
|-------------------------------|-------------------|---------|----------|
|                               | \$25              | \$50    | \$100    |
| Less than 1/2 year            | \$25.00           | \$50.00 | \$100.00 |
| 1/2 to 1 year                 | 25.31             | 50.62   | 101.25   |
| 1 to 1 1/2 years              | 25.62             | 51.25   | 102.50   |
| 1 1/2 to 2 years              | 25.94             | 51.87   | 103.75   |
| 2 to 2 1/2 years              | 26.25             | 52.50   | 105.00   |
| 2 1/2 to 3 years              | 26.56             | 53.12   | 106.25   |
| 3 to 3 1/2 years              | 26.87             | 53.75   | 107.50   |
| 3 1/2 to 4 years              | 27.19             | 54.37   | 108.75   |
| 4 to 4 1/2 years              | 27.50             | 55.00   | 110.00   |
| 4 1/2 to 5 years              | 27.81             | 55.62   | 111.25   |
| 5 to 5 1/2 years              | 28.12             | 56.25   | 112.50   |
| 5 1/2 to 6 years              | 28.44             | 56.87   | 113.75   |
| 6 to 6 1/2 years              | 28.75             | 57.50   | 115.00   |
| 6 1/2 to 7 years              | 29.06             | 58.12   | 116.25   |
| 7 to 7 1/2 years              | 29.37             | 58.75   | 117.50   |
| 7 1/2 to 8 years              | 30.00             | 60.00   | 120.00   |
| 8 to 8 1/2 years              | 30.67             | 61.33   | 122.67   |
| 8 1/2 to 9 years              | 31.33             | 62.67   | 125.33   |
| 9 to 9 1/2 years              | 32.00             | 64.00   | 128.00   |
| 9 1/2 to 10 years             | 32.67             | 65.33   | 130.67   |
| End of 10 years               | 33.33             | 66.67   | 133.33   |

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PROPERTY

Old Age Security

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REDEMPTION VALUE SERIES E BONDS

After Date of Maturity

Bonds Issued May 1, 1942, through April 1, 1952

Redemption Values

| <u>Period After</u><br><u>Maturity Date</u> | <u>\$25</u> | <u>\$50</u> | <u>\$100</u> |
|---------------------------------------------|-------------|-------------|--------------|
| First 1/2 year                              | \$25.00     | \$50.00     | \$100.00     |
| 1/2 to 1 year                               | 25.37       | 50.75       | 101.50       |
| 1 to 1 1/2 years                            | 25.75       | 51.50       | 103.00       |
| 1 1/2 to 2 years                            | 26.12       | 52.25       | 104.50       |
| 2 to 2 1/2 years                            | 26.50       | 53.00       | 106.00       |
| 2 1/2 to 3 years                            | 26.90       | 53.80       | 107.60       |
| 3 to 3 1/2 years                            | 27.30       | 54.60       | 109.20       |
| 3 1/2 to 4 years                            | 27.70       | 55.40       | 110.80       |
| 4 to 4 1/2 years                            | 28.10       | 56.20       | 112.40       |
| 4 1/2 to 5 years                            | 28.50       | 57.00       | 114.00       |
| 5 to 5 1/2 years                            | 28.95       | 57.90       | 115.80       |
| 5 1/2 to 6 years                            | 29.40       | 58.80       | 117.60       |
| 6 to 6 1/2 years                            | 29.85       | 59.70       | 119.40       |
| 6 1/2 to 7 years                            | 30.30       | 60.60       | 121.20       |
| 7 to 7 1/2 years                            | 30.75       | 61.50       | 123.00       |
| 7 1/2 to 8 years                            | 31.20       | 62.40       | 124.80       |
| 8 to 8 1/2 years                            | 31.65       | 63.30       | 126.60       |
| 8 1/2 to 9 years                            | 32.15       | 64.30       | 128.60       |
| 9 to 9 1/2 years                            | 32.65       | 65.30       | 130.60       |
| 9 1/2 to 10 years                           | 33.15       | 66.30       | 132.60       |
| End of 10 years                             | 33.67       | 67.34       | 134.68       |

5. Motor Vehicles

The value of automobiles, trucks, motorcycles, etc., shall be determined on the basis of the vehicle license fee established by the State Motor Vehicle Department. The registration card (white slip) issued by the Motor Vehicle Department must be carried in every motor vehicle which is taxed by that department. An item "Total Fees" is recorded on the registration card for passenger cars, motorcycles, and other motor vehicles with the exception of trucks and commercial trailers. Total fees include the \$8 registration fee\* and the vehicle license fee which varies in accordance with the value of the vehicle. The vehicle license fee for such motor vehicles is determined by deducting the \$8 registration fee from the "Total Fees" as shown on the registration card. The vehicle license fee shall be recorded in the case record.

\* Registration fee for all motor vehicles taxed by the State Motor Vehicle Department increased from \$6 to \$8 effective 7-1-53.

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Old Age Security

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The registration card for trucks shows the registration fee, the truck weight fee, and the vehicle license fee. Use only that amount which is recorded in the space marked "Veh. Lic. Fee."

A schedule of the vehicle license fees and the values which they represent follows:

| <u>V. L. F.</u> | <u>Value of Vehicle</u> | <u>V. L. F.</u> | <u>Value of Vehicle</u> |
|-----------------|-------------------------|-----------------|-------------------------|
| \$ 1.00         | \$ 37.00                | \$13.00         | \$ 650.00               |
| 2.00            | 105.00                  | 14.00           | 695.00                  |
| 3.00            | 150.00                  | 15.00           | 755.00                  |
| 4.00            | 200.00                  | 16.00           | 805.00                  |
| 5.00            | 250.00                  | 17.00           | 850.00                  |
| 6.00            | 295.00                  | 18.00           | 905.00                  |
| 7.00            | 355.00                  | 19.00           | 950.00                  |
| 8.00            | 405.00                  | 20.00           | 1000.00                 |
| 9.00            | 450.00                  | 21.00           | 1050.00                 |
| 10.00           | 505.00                  | 22.00           | 1095.00                 |
| 11.00           | 550.00                  | 23.00           | 1155.00                 |
| 12.00           | 600.00                  | 24.00           | 1205.00                 |

The foregoing table cannot be used to determine the value of new automobiles purchased within the current calendar year. Likewise it cannot be used to determine the value of second hand cars previously registered in another state but bought by recipients during the current calendar year. Should it become necessary to determine the market value under either circumstance the local office of the State Department of Motor Vehicles should be consulted.

Should it be necessary to determine the value of a motor vehicle the vehicle license fee for which is in excess of \$24, add to \$1205 that value in the foregoing table which is opposite the amount by which the vehicle license fee exceeds \$24.

When motor vehicles are being purchased under a contract of sale, the market value of the purchaser's equity, rather than the value of the vehicles, determines the personal property value of the vehicles.  
(See Sec. A-730, Resources which Represent Personal Property.)

If a motor vehicle is wrecked or damaged to such a degree that the "Vehicle License Fee" method of determination of value is unrealistic, the county shall evaluate such motor vehicle by consulting junk or used car dealers in order to arrive at a more equitable determination of the value of the motor vehicle.

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Old Age Security

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6. Insurance

The net cash surrender value of insurance (i.e., the cash surrender value less any loans and unpaid interest thereon) shall be verified by inspecting the applicant's and spouse's (if premiums are paid from community funds) insurance policy or policies. If these documents are not available or the net cash surrender value cannot be determined by such inspection, verification shall be made through correspondence with the insurance company. The net cash surrender value of the insurance and how it was verified shall be recorded in the case record.

Annuities usually are irrevocable and have no cash or loan value. If annuities have a cash surrender value, such value shall be considered as personal property.

Burial insurance does not generally have a cash surrender or loan value during the life time of the insured. However, if the burial insurance has a cash surrender value, such value shall be considered as personal property.

Dividends which remain with the insurance company and are available to the applicant upon demand represent personal property which must be considered in determining eligibility.

Most insurance policies do not become due and payable until the death of the insured. Endowment policies, however, become payable at the expiration of a specified period. The amount payable must be included in determining personal property holdings as of the date on which it becomes payable, even though the insured may elect to leave the funds on deposit with the insurance company.

Some insurance policies specifically provide for cash selective age benefit payments at a certain age upon surrender of the insurance certificate. The amount of the cash selective benefit, which is always less than the face value of the policy, is considered to be the cash surrender value of the policy as of the date on which the insured reaches the specified age.

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A-735'

7. Burial Trust or Similar Funds

The amount of funds placed in a burial trust or any similar fund earmarked for burial purpose shall be included in computing total personal property holdings.

8. Interment Plot

Space intended for interment purposes shall be considered to have a value of \$50 irrespective of the fact that the purchase price may have exceeded this amount. (Interment plots retained for profit making purposes shall be considered as real property. See Sec. A-710, Item 11.)

9. Business Enterprises

The current market value of an applicant's interest in the stock on hand, fixtures and equipment, and the "accounts receivable" of business enterprises shall be estimated by a representative of a collection agency, a retail credit association or other organization or person qualified to make such an appraisal.

To be of value, "accounts receivable" must be valid and collectible. Their value will vary with the age of the account, the credit of the debtors, and the regularity with which payments have been made. The current market value and the source through which it was determined shall be recorded in the case record.

10. Farm Equipment, Livestock and Fowl

The current market value of farm machinery and equipment, such as tractors, cultivators, etc., and livestock and fowl shall be secured from county agricultural agents, the Farm Security Administration, the Federal Land Bank, or other firms or individuals qualified to estimate the re-sale value of such holdings.

11. Uncollected Judgments

The value to a judgment creditor of an outstanding judgment against a solvent corporation shall be the amount of the judgment plus accumulated interest thereon.

If the judgment is against other than a solvent corporation, the county shall make a complete investigation, e.g., a credit report, of the ability of the judgment debtor to pay. Determination of the market value of the judgment shall then be secured through a bank or a person qualified to make such an appraisal.

Uncollectible judgments shall not be considered in determining eligibility of the judgment creditor.

All data relating to the value of judgments including the source shall be recorded in the case record.

12. Interest in Property Transferred to Non-Profit Institution

The value of any resulting interest in real or personal property transferred to a non-profit institution shall be determined in accord with Sec. A-770, Assignment of Property to Non-Profit Institution.

(W&IC 2140, 2163, 2163.4)

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Old Age Security

INSTITUTIONS

A-930

## A-930 ELIGIBILITY WHILE IN A PUBLIC MEDICAL INSTITUTION

A-930

A recipient (including those with a diagnosis of tuberculosis or psychosis) who enters a public medical institution for medical or surgical care is eligible for aid if on the first day of the month for which payment is due he has not been confined in the hospital for two calendar months and aid shall be paid. If two calendar months have elapsed since the recipient was admitted, aid shall be discontinued. (See Sec. A-990, Subvention for County Hospital or Infirmary Care)

Example 1: A recipient is admitted to county hospital on July 5. Aid is payable for August and for September because on the first of either month he had not been in the hospital for two calendar months. Aid is discontinued September 30.

If the recipient enters the public medical institution on the first day of the month the aid shall be discontinued effective as of the last day of the next calendar month.

Example 2: A recipient is admitted to county hospital on July 1. Aid is payable for July and August but is not payable for September, because on September 1 he had already been in the hospital for two calendar months. Aid shall be discontinued August 31.

Federal participation is available in the payment for the first and second calendar months when the institution is not maintained for the purpose of treating persons suffering from tuberculosis or mental disease and:

1. It is determined that the recipient is a "patient" in a "public medical institution" as defined in Sec. A-910.
2. The recipient does not have a diagnosis of tuberculosis or psychosis.
3. There is on file in the case record a written statement from the superintendent or other official of the institution confirming the above conditions for each month for which aid is paid following admission to the public medical institution, or there is a cross reference in the case record to such statement filed elsewhere in the county welfare office.

If on the first day of the month a recipient has the status of a patient in a public medical institution, federal participation is available in the payment for the full month even though the recipient may lose "patient" status during the month by transfer to a custodial unit. (Aid shall be discontinued as of the last day of the month in which the person was transferred to a custodial unit.)

Periods of temporary hospitalization may recur, but aid shall not be paid to a recipient who returned to a hospital immediately following a temporary period of hospitalization for the same ailment which was responsible for his former hospitalization, unless the release from and subsequent return to the hospital are in accord with the recommendation of a physician. (See Sec. A-280, Restoration of Aid.)

(W&IC 2140, 2160, AGO NS4700; FSSA)

CALIFORNIA-SDSW-MANUAL-OAS

REVISION 199

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CONTINUATION SHEET  
R FILING ADMINISTRATIVE REGULAT 5  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

A-1020 LIABILITY OF RESPONSIBLE RELATIVES WITHIN STATE

A-1020

A GENERAL

No person is deemed liable for the support of another person until he is first able to maintain himself; e.g., an adult son would not be deemed able

(Section Continued on Next Page)

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CONTINUATION SHEET  
**FILING ADMINISTRATIVE REGULATIONS**  
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(Pursuant to Government Code Section 11380.1)

A-1020

**RELATIVES**

A-1020 (Continued)

A-1020

to support a father unless he can first provide a living for himself, and, if married, a living for his dependent spouse and minor children.

A legally responsible relative who is an applicant for or recipient of public assistance shall not be held liable for a contribution from his grant of aid to other persons for whom he is legally responsible.

When the whereabouts of a responsible relative is not known, or the information submitted on a completed form requested of the relative, or information from other sources indicates no ability to support, there can be no finding of liability. The county record must show the information which led to the conclusion that the relative had no liability for support. The name of such relative need not be submitted to the board of supervisors for a finding of liability.

**B. SPOUSE**

When a spouse of the applicant or recipient has separate income (as distinguished from community income), such spouse's degree of legal responsibility for support, for which recovery action can be initiated, shall be measured by the Relatives' Contribution Scale. (See Sec. A-1030.) Separate income is that received from real or personal property representing the separate property of the owner. It also includes income resulting from employment or military service rendered prior to the present marriage, such as civil and military pensions, except that if the marriage took place during the period the service was rendered the income shall be considered community income.

When spouses enter into an agreement, either oral or written, whereby the applicant or recipient releases his interest in the spouse's earnings, the income of the spouse shall be considered separate income from the date such agreement was made. If it is determined that the agreement was made for the purpose of qualifying for aid, or for a greater amount of aid, the income from the spouse's earnings shall be treated as community income of the couple. (See Sec. A-1116, Division of Income With Spouse.)

**C. ADULT CHILD**

An adult child's maximum liability for two living parents is the same as for one parent.

The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of the applicant or recipient shall be measured according to the Relatives' Contribution Scale in the same manner as though he were not in the home. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

Allowances for parents, brothers, sisters and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. Applicants and recipients shall not be required to request such allowances as a condition to the granting of aid.

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Old Age Security

RELATIVES

A-1020

A-1020 (Continued)

A-1020

A married daughter's liability for the support of her parents is determined by the sum of the following, less the 20% flat deduction provided for in Sec. A-1040:

- a. Her own earnings, but not those of her husband.
- b. Income constituting her separate property.

She shall not be required to make contributions unless the amount determined by the above formula indicates a liability under the Relatives' Contribution Scale.

A married son's liability for the support of his parents is determined by the sum of the following, less the 20% flat deduction provided for in Sec. A-1040:

- a. His own earnings, but not those of his wife.
- b. The income constituting his separate property.
- c. All community income except earnings of his spouse. This includes community income from real or personal property, civil and military pensions, unemployment compensation, etc.

**D. MINOR CHILD**

The earnings of a minor child represent community income of the parents, unless the child is emancipated, in which case, the minor child has the same liability under the scale as an adult child. (See Sec. A-1152, Contributions from Responsible Relatives)

(W&IC 2006, 2140, 2160F, 2181, 2224; CC 171c; AGO 51/267, AGO NS 863, AGO NS 5167, Servicemen's Dependents Allowance Act)

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(Pursuant to Government Code Section 11380.1)

A-1040

**RELATIVES**

Old Age Security

**A-1040 DEFINITION OF NET INCOME UNDER RELATIVES  
CONTRIBUTION SCALE**

A-1040

Net income of a responsible relative is that amount of income which remains after deducting 20% from the total gross income. No other deductions shall be made for social security taxes, other insurance or retirement contributions (voluntary or arbitrary), personal income tax withholdings, stock or bond deductions of any kind. (See Sec. A-1020, Liability of Responsible Relative within State.)

In determining net income, there shall be no deduction made from the gross income for such items as lunches, union dues, uniforms, or transportation.

A responsible relative who is self-employed shall also be permitted to make a similar 20% deduction. He, or she, shall first deduct the expenses necessary for obtaining the income from the gross income. From the sum thus arrived at a flat 20% shall be deducted to determine the amount of income to be used in setting the liability. No additional allowance shall be permitted for personal income taxes, personal unemployment insurance taxes and personal social security taxes.

Normal expenses of operating business, including overhead, represent deductible items in determining net income. Expense which is necessary to maintain a business on an operating basis and to preserve the capital investment is given consideration in determining net income. Necessary business and operating expenses which are past due and unpaid represent an obligation of the business to be recognized in determining net income from a business.

In the case of a farm operation, for example, the cost of taxes, interest, and principal payments on encumbrances, and depreciation on equipment, shall be considered. When an automobile or other motor vehicle is maintained for the business, reasonable expense for its operation shall be deducted in determining net income.

Overhead and operating expenses are considered in determining net earnings derived from commissions. This includes such items as the maintenance and operation of an automobile used in connection with the business, office rent, telephone, stationery, etc.

Living expenses shall not be deducted when determining net income.

(WAC 2140, 2181)

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(Pursuant to Government Code Section 11380.1)

Old Age Security

AID PAYMENTS

A-1316

## A-1316 RETROACTIVE AID PAYMENTS

A-1316

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (See Sec. A-1302, Beginning Date of Aid) except that retroactive aid shall be paid by the county in the following types of situations (See Manual of Fiscal Policies and Procedures, Sec. F-730, Claiming of Aid Payments)

1. If retroactive aid is granted upon appeal to the SSWB or when the SDSW concurs in the county's recommendation that the appeal be adjusted by payment of retroactive aid without hearing by the SSWB (See Sec. A-1568, Decision by SSWB, A-1576, Stipulated Appeals)

2. If retroactive initial payments are due because the investigation of an application or restoration exceeded the period specified in W&IC Sec. 2180.5. (See Sec. A-1306, Initial Payments) The action of the county may be an original action or it may be a subsequent action to correct the original action if it is found that the beginning date originally established was not in accord with the legal provisions.

**Example:** An OAS application signed on July 15 was granted on September 15, aid to start effective October 1. On October 25 the county discovers that aid should have been effective September 1 according to W&IC Sec. 2180.5. On November 2 the county takes action correcting the erroneous beginning date of aid by ordering aid paid effective September 1.

3. If an authorized award is in effect, but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further county action is necessary.
4. If a payment in a particular month is made for less than the authorized award for that month, and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further county action is necessary.

**Example:** The authorized award for a recipient of OAS for October is \$75. Due to an error the recipient was paid \$60 for October. County shall pay recipient additional \$15 due for October in November or not later than December 31.

5. If an award has been made and remains in effect, but payment of aid is suspended and subsequently eligibility to the suspended warrants is established, action by the board of supervisors or its delegated agent is not required to release a suspended warrant. (See Sec. A-1324, Suspension Procedure.)
6. If a warrant is returned to the county auditor's office because of a change in the address of the recipient, such warrant shall be transmitted to the recipient's new address as soon as possible in the current month or within the two subsequent months following that for which the warrant was issued. (See Sec. A-1336, Time of Payment.)

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AID PAYMENTS

Old Age Security

A-1316 (Continued)

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7. If aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the current month or within the two subsequent months following that for which aid is granted.
8. If, in a transferred case, the second county fails to begin aid on the date due. To avoid interruption in receipt of aid, the second county shall pay retroactive aid. (See Sec. A-1400, Removal from County of Residence.)
9. If it is determined that an action resulted in the erroneous denial of an application or request for restoration, or an erroneous discontinuance of aid, the county shall correct such action by granting retroactive aid provided the erroneous action comes to the county's attention within 90 days after the date of the notification to the applicant or recipient. Such retroactive aid shall be authorized before the expiration of the fifth month following that in which the erroneous action occurred. The retroactive aid shall be paid in the amount to which the person was eligible and shall be paid from the date it would have been paid had the correct action been taken.
10. If the SDSW concurs in a county recommendation that retroactive aid be paid. (See Sec. A-1576, Stipulated Appeals)
11. If payment was made in conformity with the authorized award but the county subsequently determines that the recipient was eligible for a greater amount. The following principles shall govern when determining the amount of underpayment, if any, to be adjusted by payment of retroactive aid, and the date from which retroactive aid shall be paid.
  - a. Responsibility rests upon the individual to report changes in his need and income.
  - b. Except as provided in Sec. A-1317, Retroactive Aid Payments for \$2 or Less, retroactive aid to adjust for underpayment caused by reduced income and/or increased needs shall be paid beginning with the first of the month in which a change in need and/or income is reported to the county, or the first of the month in which increased need exists, whichever is later.

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Old Age Security

AID PAYMENTS

A-1316

A-1316 (Continued)

A-1316

- c. No retroactive aid shall be paid to adjust for underpayment in months prior to the month in which the change in need or income is reported to the county except when special circumstances prevented the individual from notifying the county of his changed need and/or income in the same month in which the change occurred. The following are among the special circumstances to be given consideration:

- (1) Illness
- (2) The need arose too late in the month to give the recipient reasonable time in which to report the change within that month.
- (3) The recipient could not have known until the last day of the month that income would not be received, or would be received in a lesser amount than previously reported.
- (4) Infrequent mail service from isolated areas, etc.

If the changed circumstances are reported as soon as the recipient could reasonably be expected to do so, but not later than the month following that in which the change occurred, retroactive aid shall be paid from the first of the month in which underpayment occurred, rather than from the first of the month the change in need or income was reported. The case record shall show the reason for granting retroactive aid for a month prior to the month in which changed circumstances were reported.

- d. The total need for a particular month shall be determined on the basis of the total need in that month. Need shall not be increased by carrying forward any deficiency between total need in a prior month and the sum of the grant and the income in such prior month.

Any retroactive aid found to be due after applying the foregoing principles shall be paid provided the county can authorize the additional aid before the expiration of five months following the month for which the recipient was underpaid.

(See Sec. A-1358 for explanation of offsetting under- and overpayments occurring in the period prior to 2 months preceding the month of adjustment and Sec. A-1310 for offsetting under- and overpayments within the 2 months preceding the month of adjustment.) (See Sec. A-1352, Federal Participation in OAS Payments.)

Counties may find it necessary in certain cases to give General Relief during a period when the applicant's or appellant's eligibility is being determined. If categorical aid is paid retroactively for any month(s), the General Relief paid in such months shall be taken into consideration in computing the retroactive grant. (W&IC 2020, 2140, 2183, 2183.9, 2220; AGO NS 4670, FSS Admin.)

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 (Pursuant to Government Code Section 11380.1)

Old Age Security

AID PAYMENTS

A-1322

**A-1322 INSTRUCTIONS FOR USE OF NOTICE OF CHANGE****A-1322****A. GENERAL INSTRUCTIONS**

Whenever the board of supervisors, or its delegated agent, takes action on an OAS case (excepting new applications and reapplications), the case record shall contain a Notice of Change, Form Ag 232, showing the action taken, the date on which the action occurred and the signature, original or facsimile, of the county clerk or deputy, or the delegated agent. The only exception to this requirement regarding signatures relates to copies of Notice of Change used by the county in its fiscal claim reconciliation procedure. Such copies need not show the signature if the county has a Batch Voucher, or other comparable transmittal showing the original signature of the county clerk or deputy or the delegated agent, and the date of approval. (See Sec. F-240 and F-300 of the Manual of Fiscal Policies and Procedures) A facsimile signature shall be affixed by or under the special authority of the county officer whose signature is thus affixed.

Copies of all Notices of Change on OAS Permanent Sample Cases with state numbers ending in 22 (caseload sample) for increases, decreases, discontinuances (including death) and restorations, shall be submitted to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento.

The Notice of Change, Form Ag 232, now makes no provision for designating "non-county" status. Pending revision of the form, "non-county" status shall be designated in the space above the state number in the upper right-hand corner if the recipient has not yet acquired one year of residence in the county (See Sec. A-550, Non-County Residence). Exception: This designation is not necessary if the county has a central control file on non-county cases which renders such designation unnecessary.

Form Ag 232, except as it provides for identifying information, is divided into sections, which are designated as Sections I, II, III, IV, and V.

Section I is used to report information regarding:

1. Type of change affecting the individual recipient. This includes decrease, increase, restoration, or discontinuance of the individual's grant.
2. Reason for Change--See Item C, below, Reporting Reason for Change on Notice of Change. The reason for discontinuance of aid to the individual is not recorded here but shall be shown under "Remarks" in Section II of Form Ag 232. Instructions for completion of Section II of the Notice of Change are given in Item D, below.

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AID PAYMENTS

Old Age Security

A-1322 (Continued)

A-1322

Section II, "Remarks," is used to report the code for the reason aid to the recipient was discontinued. The reasons for discontinuance listed in this section of the form are to be disregarded.

Section III is to be disregarded.

Section IV is to be disregarded.

Section V is used to report action of the board of supervisors or its agent.

**B. INSTRUCTIONS FOR RECORDING ON NOTICE OF CHANGE,  
SECTION I**

**DECREASE, INCREASE, OR RESTORATION:**

Column 1. The type of action is indicated by completing the information called for in the vertical columnar headings (2, 3, 4, etc.) in the space provided opposite "Decrease," "Increase," "Restoration," etc.

Pending revision of the present Form Ag 232, the amount of the existing authorization for continued payments (old rate) shall be recorded in Section I, Column (1) unless the county has printed its own Form Ag 232 and has already made provision for recording the "old rate" elsewhere on the form.

The effective date of an increase recorded in Section I may be a month(s) for which the recipient has already received a payment. If the existing authorization, i.e., the "old rate" as entered in Column (1), was not in effect during all months for which additional payment is being granted it is necessary to record the amount already paid (old rate) for each past month for which a retroactive or supplemental payment is to be paid.

The space provided under "Reason for Change" should be used to record this information for past months.

Column 2. Enter the date from which the change is effective, e.g., 8/1/51. If retroactive aid is paid as provided in Sec. A-1316, Retroactive Aid Payments, the month for which the retroactive payment was made should be entered in Column 2.

Column 3. Enter the monthly rate of aid granted from the effective date shown in Column 2. (If aid is restored effective from a day subsequent to the first day of the month, the monthly rate rather than the prorated amount shall be entered.)

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AID PAYMENTS

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A-1322 (Continued)

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If retroactive aid is paid as provided in Sec. A-1316, Retroactive Aid Payments, enter the monthly rate of aid granted from the effective date shown in Column 2.

Column 4. Enter the total of all income received other than the OAS grant. (If need in excess of \$80 has not been established, the sum of Column 3 and Column 4 shall total \$80. The total may not exceed or be less than this amount.)

Column 5. Enter sources from which income other than OAS is received and amount received from each; e.g., son, John, contributes \$5 a month. The total of amounts of income from individual sources, as shown in Column 5 should agree with the figure entered in Column 4.

Column 6. No entry is made unless the total verified need exceeds \$80 a month in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$85 a month this amount is entered in Column 6.

Column 7. If total need is established to be in excess of \$80, enter "Temp 158 Ag on file."

**DISCONTINUANCE:**

Enter in Column 2 the effective date of the discontinuance. Record the amount of the grant which is being discontinued in Column 1. Section II shall be completed for each discontinuance of aid to the individual.

**REASON FOR CHANGE:**

See Item C, below, Reporting Reason for Change on Notice of Change.

One Form Ag 232 may be used to report two actions on the same case provided both actions occur on the same day.

Example: Aid is increased on Oct. 15, effective Nov. 1, due to verified need in excess of \$80. On the same date, aid is decreased effective Dec. 1, as the special need exists for only one month.

If one Form Ag 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action is reported opposite "Restoration."

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 (Pursuant to Government Code Section 11380.1)

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AID PAYMENTS

Old Age Security

A-1322 (Continued)

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**C. REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE**

If the reason for change (except discontinuance of aid to the individual) is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective, it need not be repeated under this heading. Report any additional information in this space. If a recipient's aid is discontinued, the reason shall be reported in Section II of Form Ag 232.

Change of a recipient's name, due to marriage, court order, or for other reasons, shall be reported under "Reason for Change."

If guardianship is changed or vacated, this shall be reported under "Reason for Change."

The month or months for which suspended payment was canceled shall be reported under "Reason for Change." (See Sec. A-1326, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension Procedure.)

If aid is restored the date restoration was requested shall be recorded here, except in cases of automatic restoration following discontinuance because of confinement in a public institution, and when aid has been withheld for one month to adjust for overpayment in the current adjustment period. (See Sec. A-280, Restoration of Aid.)

In reporting restoration following release from a public institution the exact date of release shall be reported here. In reporting restorations for other reasons information should be entered here as to the reason the recipient became eligible subsequent to discontinuance of aid.

When reporting restoration of aid following a discontinuance because of employment, report "eligibility established" if all of the facts have been determined when investigation is completed by action restoring aid. If aid is conditionally restored because the fact of eligibility has not been established at the time the action was taken, record "conditional restoration - presumptive eligibility." (See Sec. A-268, Authorization of Aid Following Discontinuance Due to Employment.)

If for any reason no federal participation is available in the payment authorized for specific months, the specific period for which payment is to be claimed "non-federal" shall be noted under "Reason for Change." (See Sec. A-1352, Federal Participation in OAS Payments.)

**D. DISCONTINUANCE OF AID TO THE INDIVIDUAL RECIPIENT,  
SECTION II, OF NOTICE OF CHANGE**

Item A. Date of ineligibility discovered - Enter the date on which the facts causing discontinuance of aid to the recipient came to the attention of the county.

Item B. Date of last previous county investigation - Enter the date on which the county investigation preceding the one resulting in discontinuance of aid to the recipient was completed.

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AID PAYMENTS

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Item C. Reason for discontinuance of aid - Enter under "Remarks" in Section II, the code number (see below) for the reason aid was discontinued. If several reasons apply, enter the code for the one which occurred most recently. If several reasons occur simultaneously, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW.)

Code reasons for discontinuance as follows:

Code 99. Death.

Code 89. Transferred to another county: Aid is discontinued because the recipient has moved to another county and aid is being furnished by the other county.

Income Reasons:

Earnings of recipient: Include earnings from new employment and increased earnings. Also include earnings from self-employment. Include income derived from roomers and/or boarders in the household, if the recipient is responsible for management of the household. If the spouse is responsible for management of the household, use Code "03."

Code 01. County assisted in job placement:

County made placement referral to an agency or employer or provided employment counselling.

Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "02."

Code 02. Recipient found own employment.

Code 03. Earnings or other resources of spouse: Earnings (including earnings from self-employment) or separate income of the recipient's husband or wife. Examples are rental of the spouse's separate property or income derived from roomers and/or boarders in the household when the spouse is responsible for management of the household. Include marriage or re-marriage and assumption of support by spouse.

Code 04. Contributions from adult children: Support in cash or in kind.

Code 05. Monthly income from real property: Such as the net rental of property owned by the recipient or his share of net income from rental of community property.

NOTE: Do not use this code for "recurring lump-sum income" (See Sec. A-1118). Such cases should be reported under Code "06."

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AID PAYMENTS

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A-1322 (Continued)

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- Code 06. Recurring lump sum income: Income received at intervals of two months or more, in the same or in varying amounts, as defined in Sec. A-1118.
- Code 07. Old Age and Survivors' Insurance: OASI benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."
- Code 08. Railroad retirement benefit: Benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."
- Code 09. Military pension or benefit: Veterans benefits, serviceman's dependent benefits or any other benefits resulting from service in the armed forces by the recipient or a relative.
- Code 10. Other pension or annuity: A monthly benefit, pension or annuity from any public or private source other than those listed for Codes "07" through "09" above. Use Code "06" if this income recurs at intervals of two months or more.
- Code 11. Other income: Income from sources other than those listed above, e.g., contributions from friends, unemployment or disability insurance, income from personal property, etc.

Property Reasons:

- Code 20. Increased real property holdings: Additions to the real property of recipient and/or spouse have caused the net assessed value of total real property to exceed that permitted under the OAS law. However, if income from the increased real property holdings is sufficient to meet the recipient's needs enter Code "05."
- Code 21. Increased assessment of real property: The assessed value of the recipient's and/or spouse's real property has been increased so that the net assessed value exceeds the legal maximum, but there has been no increase in holdings.
- Code 22. Refuses to comply with real property utilization requirements: The recipient refused to utilize his real property holdings or to offer his property for sale if such sale is necessary as required by Sec. A-715.
- Code 23. Increased personal property holdings: The net value of the recipient's personal property or of the combined recipient's and spouse's personal property has increased beyond the legal maximum.

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AID PAYMENTS

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Other Reasons:

Code 30. In public medical institution more than two calendar months:  
Receiving medical care in city or county hospital, district hospital, etc.

Code 31. Admitted to county infirmary (custodial care): i.e., for shelter and maintenance only. Include admission to county hospital if for custodial care only.

Code 32. Admitted to other public institution: Other than a public medical institution or county infirmary, e.g., county jail, state prison, state mental hospital, etc.

Code 33. Accepted for ANB or APSB.

Code 34. Loss of state residence.

Code 35. Whereabouts unknown: All efforts to locate have failed.

Code 36. Discontinuance requested by recipient; no reason given for request.

Code 40 - 42. Change in state law or policy: These codes are to be used only for reporting specific changes in state law or policy. Do not use unless special instructions have been issued by the SDSW.

Code 50. Other reasons: Reasons other than those listed above. Every effort should be made to classify a reason for discontinuance under one of the specific codes. Use this code only when no other reason is applicable.

(W&IC 2140; FSSA)

(Section Continued on Next Page)

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CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
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(Pursuant to Government Code Section 11380.1)

A-1322

AID PAYMENTS

Old Age Security

A-1322 (Continued)

FORM Ag 232

A-1322

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

NOTICE OF CHANGE  
Old Age Security

Instructions in box superceded by Sec. A-1322

Submit two copies to State Department of Social Welfare for discontinuances (including discontinuance of payment to county for hospital or infirmary care), restorations, and payment to county for hospital or infirmary care; one copy for other changes. **SUBMIT ONE COPY OF ALL CHANGES TO COUNTY AUDITOR.**

County County No. State No.

NAME

DATE

SEC. I. Aid to the Individual Recipient

| Change<br>(1)  | Effective Date of Change<br>(2) | OAS Grant From Date of Change<br>(3) | INCOME OTHER THAN OAS GRANT                                |                                      | NEED IN EXCESS OF MAXIMUM GRANT |                                                               |
|----------------|---------------------------------|--------------------------------------|------------------------------------------------------------|--------------------------------------|---------------------------------|---------------------------------------------------------------|
|                |                                 |                                      | Total Income Other Than OAS Grant<br>(4)                   | Sources and Amounts of Income<br>(5) | Total Need<br>(6)               | Nature and Amount of Each Excess Need and How Verified<br>(7) |
| DECREASE       |                                 |                                      |                                                            |                                      |                                 |                                                               |
| INCREASE       |                                 |                                      |                                                            |                                      |                                 |                                                               |
| RESTORATION    |                                 |                                      |                                                            |                                      |                                 |                                                               |
| DISCONTINUANCE |                                 |                                      | Sec. II and Sec. III must be completed for Discontinuances |                                      |                                 |                                                               |

REASON FOR CHANGE—Except Discontinuance: (Give date of release from institution if restored for this reason. If restored following discontinuance because of employment, state date of applicant's signed request for restoration.)

SEC. II. Discontinuance of Aid to the Individual Recipient

A. Date ineligibility discovered

B. Date of last previous county investigation

C. Reason for discontinuance of aid to recipient  
(Check all applicable reasons)

☐ 1. Death. Date

☐ 2. Earnings of recipient

☐ 3. Earnings of spouse

☐ 4. Other resources of spouse

☐ 5. Contribution from adult children

☐ 6. Contributions from others

☐ 7. Income from property (Specify)

☐ 8. Income from other sources (Specify)

☐ 9. Subsequent information disproves eligibility originally established (Explain below)

☐ 10. Change in law or policy (Specify)

☐ 11. Refusal after acceptance to comply with established regulations (Specify)

☐ 12. Excess property

☐ 13. In county hospital (medical care) more than two months.  
Date of admission  
Determination of probable hospitalization period:  
☐ 2 months or less from date of admission  
☐ More than 2 months from date of admission

☐ 14. Admitted to county infirmary (Custodial care)  
Date

☐ 15. Admitted to other public institution.  
Date

Name of Institution

☐ 16. Accepted for ANB or APSB

☐ 17. Loss of State residence

☐ 18. Transferred to county

☐ 19. Other reason (Explain fully under "Remarks")

REMARKS:

If discontinuance is due to excess income or property (Items C.1-C.8 and C.12), state total amount of income, type and value of property, and date excess first received or acquired. Should a repayment be due, state possibility of or plan for its collection.  
☐ Check here if this information on excess income or property is not now available but will be submitted later.

SEC. III. Material Change in Economic Circumstances of Cases Discontinued (Exclude Death)

(Check applicable item appearing first on list)

☐ 1. Employment or increased earnings of recipient

☐ 2. Employment or increased earnings of other person in home

☐ 3. Allowance, pension, or other payment connected with military service, received by person in home

☐ 4. Increased support from person outside home

☐ 5. Increase in other resources of person in home

☐ 6. Other material change in economic circumstances  
(Including decreased need without change in resources)

☐ 7. No known material change in economic circumstances

SEC. IV. Payment to County for Institutional Care Under Welfare and Institutions Code Section 2160.7

SEC. V.

Approved by the Board of Supervisors of the County of this day of 19

RESERVE FOR STATE

Review Date

Audit Date

FORM Ag 232 (revised)—March, 1950

[SIGNED]

County Clerk or Deputy

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**FILING ADMINISTRATIVE REGULATION  
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A-1358 RIGHT TO REQUEST REPAYMENT OF AID

A-1358

CIRCUMSTANCES UNDER WHICH THERE IS NO RIGHT TO REQUEST REPAYMENT

Except to the extent that overpayment can be adjusted within the current adjustment period (see Secs. A-1310, Decrease in Grant and A-1312, Discontinuance of Aid) there is no right to request repayment for:

1. Overpayment during a period subsequent to the date the recipient reported or otherwise disclosed the facts affecting his eligibility.
2. Overpayment determined on the basis of facts of which the recipient had no knowledge.

(Section Continued on Next Page)

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A-1358

AID PAYMENTS

Old Age Security

A-1358 (Continued)

A-1358

CIRCUMSTANCES UNDER WHICH THERE IS A RIGHT TO REQUEST REPAYMENT

In circumstances other than as stated immediately above, the eligibility factors involved govern the determination of the right to request repayment and the amount to be requested.

Overpayment Caused by Excess Real or Personal Property

If the recipient purposely withheld (or misrepresented) the facts in order to obtain aid to which he was not entitled, the right exists to request repayment of all aid paid during the period while property holdings were in excess of the allowable maximum.

If the recipient actually believed himself to be entitled to the aid received but failed to disclose facts merely because he believed them to be immaterial to his eligibility, the right exists to request repayment only to the extent of the largest amount by which his real or personal property holdings were excessive during the period of ineligibility.

In no event shall repayment be requested in an amount greater than the aid the recipient received while possessed of excess property, except as provided in Sec. A-1364, Discovery of Excess Property or Income Subsequent to Recipient's Death.

Overpayment Caused by Income (and/or Decreased Need)

The right exists to request repayment to the extent of the overpayment which occurred. It is irrelevant whether the recipient purposely failed to report his income or failed to report it because he thought it was immaterial to his eligibility.

When figuring the amount of overpayment for a particular month, no consideration shall be given to special needs which the recipient had not reported by the end of the particular month. Further, the total need shall not be increased by carrying forward any deficiency between total need in a prior month, and the sum of the grant and the income in such prior month.

(Section Continued on Next Page)

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Old Age Security

AID PAYMENTS

A-1358

A-1358 (Continued)

A-1358

Overpayment Caused by Factors Other Than Income or Excess Property

The right exists to request repayment to the extent of all aid paid during the period of ineligibility only if the recipient withheld or misrepresented the facts in order to obtain aid to which he was not entitled. Exception: If overpayment resulted from the recipient's failure to disclose the facts because he believed them to be immaterial, there is no right to request repayment for any overpayment which cannot be adjusted within the current adjustment period.

If a recipient failed to report or otherwise disclose the facts as to his eligibility, the right exists to request repayment as above defined even though the county may have had facts as to ineligibility from some other source and failed to act upon them.

If the right exists to request repayment, the county shall make a demand for repayment of the amount due. (See Sec. A-1358, Demand for Repayment.) However, if there is evidence that the recipient was underpaid for a past month or months for which the county is now required to pay retroactive aid (i.e., the recipient was entitled to receive an additional amount of aid for a particular month on the basis of changed need and/or income which had been reported (see Sec. A-1316, Item 11) the amount of repayment due may be decreased to the extent of such underpayment in lieu of issuing retroactive aid payments. The reason for a request for repayment in the reduced amount shall be explained in the case record.

**Example:** During reinvestigation in December it is determined that the recipient had unreported income in February which resulted in an overpayment of \$30 in that month only. Also the record shows that no action was taken to allow for a special medical need in September which the recipient reported in that month. On the basis of reported need in September the recipient is entitled to \$10 retroactive aid. Request is made for repayment of \$20 (\$30 overpayment in February less \$10 underpayment in September).

(W&IC 2140, 2222, 2223.5; AGO 47/307)

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A-1576 STIPULATED APPEALS

A-1576

There may be appeals which the county cannot adjust by administrative action alone even though the county is willing to make an adjustment with which the appellant is in agreement. Under such circumstances, the county presents the facts to the SDSW and requests concurrence in their recommendations. If the SDSW concurs the county is authorized to make the adjustment. When an adjustment satisfactory to the appellant has been made he is asked to withdraw his appeal.

(W&amp;IC 2140)

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A-1605 NATURE OF THE OLD AGE SECURITY PERMANENT SAMPLE

A-1605

The OAS Permanent Sample consists of two parts:

1. Intake Sample - The intake sample will provide socio-economic data on new applications (including transfers from another county), reapplications, and restorations whose state numbers end in 22, 44, or 66. This represents 3% of intake.
2. Caseload Sample - The caseload sample consists of cases with state numbers ending in 22. This represents 1% of the OAS caseload.

Information on cases in the caseload sample will be kept current on the basis of data reported on Form Ag 251 to be submitted to the SDSW as prescribed in Sec. A-1610 and on authorization forms indicating discontinuance of OAS or change in grant.

(W&IC 115, 116, 2140)

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A-1610 SUBMITTAL OF OLD AGE SECURITY PERMANENT SAMPLE SCHEDULE  
FORM AG 251

A-1610

A. GENERAL

Send one copy of the schedule to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, 14, within 15 days after the action granting the application, reapplication, or restoration, or the completion of the reinvestigation of eligibility.

B. INTAKE SAMPLE

Submit Form Ag 251 on each OAS case with a state number ending in 22, 44, or 66, upon:

1. Approval of new application for OAS. (Include application of a recipient who has never received OAS because a previous application was denied or withdrawn.)
2. Approval of a reapplication for OAS, if aid has been discontinued for one year or more.
3. Approval of restoration of OAS if aid has been discontinued for less than one year. (Exception: A restoration following discontinuance to adjust for overpayment does not require submission of a new Form Ag 251)
4. Approval of transfer from another county.

C. CASELOAD SAMPLE

Submit Form Ag 251 on each OAS case with state number ending in 22 upon completion of the reinvestigation of eligibility.

(W&IC 115, 116, 2140)

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FACE SHEET  
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(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1953

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 30, 1953

By:

Director

(Title)

FILED

in the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 11:20 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By

Assistant Secretary of State

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B-170 THE APPLICATION FORM

B-170

A. Sworn Statement

The application, Form Bl 200, is the applicant's sworn statement that he believes himself to be eligible for the aid for which application is made. The form may be filled out in longhand or the county may insert the information as given by the applicant. In this latter instance, the form shall be read by or to the applicant before his signature under oath is affixed. The form may be filled out in triplicate, or one copy only may be made and two copies certified as true copies of the original. One copy of the application shall be given to the applicant at the time the form is signed.

Each statement on the application shall be completed. The words "no", "none" or "unknown" shall be used, when that is the correct answer.

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Aid to the Blind

## APPLICATION PROCESS

B-170 (Continued)

B-170

B. County and State Numbers

The county number and the state number shall be entered on the application form at the time it is taken. There shall be no distinction in numbering between ANB and APSB cases.

1. Cases never before on ANB or APSB in county

List names in alphabetical order and assign numbers in sequence beginning with the number following the last number assigned.

2. Cases previously on ANB or APSB in county

Reassign the former state number except that the use of the former state number is optional if the case history has been destroyed as provided in Sec. B-218, Case Records.

Whenever the term "State Number" is used, it refers to the combination of county prefix, numerical designation, and categorical suffix; e.g., Ala 10101 Bl.

The ANB-APSB number series shall be independent of the OAS series.

C. Signature

The applicant is to make his usual signature. A woman is to use her own given name. An applicant who usually prints his name may sign it in this manner. A signature in a foreign language is acceptable. A typewritten name or a rubber stamp imprint is not an acceptable signature.

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## APPLICATION PROCESS

Aid to the Blind

B-170 (Continued)

B-170

If the applicant is unable to sign his name, a mark (or thumb print) may be used. In this case, two persons are required as witnesses. The form for the signature is as follows:

his  
 John      X      Jones  
             mark

\_\_\_\_\_  
 Signature or Mark of Applicant

\_\_\_\_\_  
 Witness to Mark

\_\_\_\_\_  
 Witness to Mark

If the applicant is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the applicant prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the applicant himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses.

The above instructions regarding form of signature, etc., apply to signatures on all forms which may be required. (See Sec. B-155 on Signature in Guardianships)

**D. Acknowledgment**

The applicant's signature on the application shall be acknowledged under oath by a properly qualified official. The date of such acknowledgment is the date of the application.

If a person administering the oath is a witness to the mark, his signature must appear twice, once as a witness to the mark and again in the certificate of acknowledgment.

If the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U. S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath. (W&IC 3075, 3081, 3460, 3470; Gov. C. 6105)

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CALIFORNIA-SDSW-MANUAL-AB

Effective June 1, 1951



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B-180 REPORTING ACTIONS OF COUNTY TO SDSW

B-180

The SDSW shall be notified of the action of the county on all applications, requests for restoration, discontinuances, and request for change from one form of aid to another within 15 days after such action by submission of the properly completed appropriate form or forms set forth in the following chart:

Granted

Application - Bl 200  
Certificate of Eligibility - Bl 201 ) or Bl 278  
Notice of Change - Bl 232 )  
Social Data Record Card - Bl 230

Denied

Application - Bl 200  
Certificate of Eligibility - Bl 201 ) or Bl 278  
Notice of Change - Bl 232 )

If denial is rescinded a copy of the completed authorization document (Form Bl 201, Bl 232, or Bl 278) showing approval by the county shall be submitted to the SDSW (See Sec. B-230). If aid is granted on an appeal to the SDSW following a denial or discontinuance, a completed Form Bl 201 or Bl 278 shall be forwarded to the SDSW.

For detailed procedures with respect to county aid claims, reference should be made to the Manual of Fiscal Policies and Procedures.

(W&IC 3077, 3085, 3089, 3460)

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---

PROPERTY

---

Aid to the Blind

**B-457 TYPES OF PERSONAL PROPERTY****B-457**

In ANB, the current market value of personal property shall be used in determining eligibility.

In APSB, the county assessed value of personal property is considered, except for cash, securities, and cash surrender value of insurance. If personal property is declared but is not listed on the local assessment rolls, it shall be referred to the county assessor to determine whether or not it is assessable, and if assessable, its assessed value. If the property is not assessable, the current market value shall be determined, and the ratio which the assessed valuation in the county bears to the market value shall be used.

It may be necessary to secure verification from appropriate sources to determine the value of certain items of property.

The following includes some of the more common types of personal property:

1. Cash and Bank Accounts--Cash on hand, in a bank account, or safe deposit box, in postal savings, on deposit with building and loan associations or otherwise held where it is payable on demand; the market value of an individual's interest in defunct banks, building and loan associations, etc.
2. Life Insurance--The cash surrender value of a policy or policies of insurance on the life of the applicant or recipient and the spouse. In the case of a married couple, each is considered to have a one-half interest in the cash surrender value of policies carried by either, except when the facts establish that the cash surrender value represents the separate property of the insured. (For exception in APSB, see Sec. B-442; also B-460, last paragraph.)

Cash received in a lump sum by the insured from the surrender or maturing of insurance policies, or cash received as beneficiary of a policy or policies carried by the deceased spouse. (See Item 9, this section, regarding funeral expenses.)

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Aid to the Blind

PROPERTY

B-457 (Continued)

B-457

3. Burial Trust or Similar Funds--The amount of funds placed in a burial trust or any similar fund earmarked for burial purpose. (For exception in APSB, see Sec. B-442.)
- \* 4. Interment Plot--Space intended to be used for interment purposes of the individual, whether a plot in a cemetery, a crypt, vault, etc. Such interment plot shall be considered to have a value of \$50 irrespective of the fact that the purchase price may have exceeded this amount. (For exception in APSB, see Sec. B-442.)

Interment plots held for profit are considered real property (see Sec. B-415, Value of Unassessed Real Property).

5. Motor Vehicles--The value of automobiles, trucks, motorcycles, etc., owned by applicants or recipients. The value as determined from the license fee recorded on the State Motor Vehicle Department registration card shall be used.

The registration card issued by the Motor Vehicle Department must be carried in every motor vehicle which is taxed by that department. An item "Total Fees" is recorded on the registration card for passenger cars, motorcycles, and other motor vehicles with the exception of trucks and commercial trailers. Total fees include the \$8 registration fee\* and the vehicle license fee which varies in accordance with the value of the vehicle. The vehicle license fee for such motor vehicles is determined by deducting the \$8 registration fee from the "Total Fees" as shown on the registration card.

The registration card for trucks shows the registration fee, the truck weight fee, and the vehicle license fee. Use only that amount which is recorded in the space marked "V.L.F. Fee."

A schedule of the vehicle license fees and the values which they represent follows:

| <u>V.L.F.</u> | <u>VALUE OF VEHICLE</u> | <u>V.L.F.</u> | <u>VALUE OF VEHICLE</u> |
|---------------|-------------------------|---------------|-------------------------|
| \$ 1.00       | \$ 37.00                | \$13.00       | \$ 650.00               |
| 2.00          | 105.00                  | 14.00         | 695.00                  |
| 3.00          | 150.00                  | 15.00         | 755.00                  |
| 4.00          | 200.00                  | 16.00         | 805.00                  |
| 5.00          | 250.00                  | 17.00         | 850.00                  |
| 6.00          | 295.00                  | 18.00         | 905.00                  |
| 7.00          | 355.00                  | 19.00         | 950.00                  |
| 8.00          | 405.00                  | 20.00         | 1000.00                 |
| 9.00          | 450.00                  | 21.00         | 1050.00                 |
| 10.00         | 505.00                  | 22.00         | 1095.00                 |
| 11.00         | 550.00                  | 23.00         | 1155.00                 |
| 12.00         | 600.00                  | 24.00         | 1205.00                 |

\* Registration fee for all motor vehicles taxed by the State Motor Vehicle Department increased from \$6 to \$8 effective 7-1-53.

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PROPERTY

Aid to the Blind

B-457 (Continued)

B-457

Should it be necessary to determine the value of a motor vehicle the license fee for which is in excess of \$24, add to \$1205 that value in the foregoing table which is opposite the amount by which the vehicle license fee exceeds \$24.

The foregoing table cannot be used to determine the value of new automobiles purchased within the current year or the value of secondhand cars bought by recipients during the current year but previously registered in another state. Should it become necessary to determine the market value under either circumstance, contact the local office of the State Department of Motor Vehicles.

If a motor vehicle is wrecked or damaged to such a degree that the "Vehicle License Fee" method of determination of value is unrealistic, the county shall evaluate such motor vehicle by consulting junk or used car dealers in order to arrive at a more equitable determination of the value of the motor vehicle.

6. Stocks and Bonds--In ANB, the current market value of all stocks and bonds shall be used in determining eligibility.

U.S. savings bonds or other bonds or obligations of the U.S. registered in the name of one person payable on death to a named survivor, represent personal property of the registered owner during his lifetime. Upon the death of the registered owner, or co-owner, they become the property of the named survivor or surviving co-owner, unless federal laws and regulations governing the issuance thereof provide otherwise.

In APSB, if stocks and bonds are assessed, this value shall be used. If stocks and bonds are not assessed, the current market value shall be determined.

An estimate of the value of stocks and bonds may be secured from local bankers, brokers, or others qualified to make such estimates.

A person named as co-owner and having possession of a U.S. savings bond shall be presumed to be the owner thereof, unless such ownership is refuted. If the contention is made that all of the funds used to purchase the bond did not belong to the person, and that the bond was not a gift, that interest which is determined as belonging to the person shall be considered in determining eligibility. The person whose name appears on the bond as co-owner and who does not have possession of such bond shall be presumed not to own any part of the bond, unless such lack of ownership is refuted.

The current market value of United States savings bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds. Redemption values increase on the anniversary dates which fall at six month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

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Aid to the Blind

PROPERTY

B-457 (Continued)

B-457

SERIES E WAR BONDS

| Year after month<br>of issuance | \$25    | \$50    | \$100   |
|---------------------------------|---------|---------|---------|
| -- 1/2                          | \$18.75 | \$37.50 | \$75.00 |
| 1/2--1                          | 18.75   | 37.50   | 75.00   |
| 1 --1 1/2                       | 18.87   | 37.75   | 75.50   |
| 1 1/2--2                        | 19.00   | 38.00   | 76.00   |
| 2 --2 1/2                       | 19.12   | 38.25   | 76.50   |
| 2 1/2--3                        | 19.25   | 38.50   | 77.00   |
| 3 --3 1/2                       | 19.50   | 39.00   | 78.00   |
| 3 1/2--4                        | 19.75   | 39.50   | 79.00   |
| 4 --4 1/2                       | 20.00   | 40.00   | 80.00   |
| 4 1/2--5                        | 20.25   | 40.50   | 81.00   |
| 5 --5 1/2                       | 20.50   | 41.00   | 82.00   |
| 5 1/2--6                        | 20.75   | 41.50   | 83.00   |
| 6 --6 1/2                       | 21.00   | 42.00   | 84.00   |
| 6 1/2--7                        | 21.50   | 43.00   | 86.00   |
| 7 --7 1/2                       | 22.00   | 44.00   | 88.00   |
| 7 1/2--8                        | 22.50   | 45.00   | 90.00   |
| 8 --8 1/2                       | 23.00   | 46.00   | 92.00   |
| 8 1/2--9                        | 23.50   | 47.00   | 94.00   |
| 9 --9 1/2                       | 24.00   | 48.00   | 96.00   |
| 9 1/2--10                       | 24.50   | 49.00   | 98.00   |
| 10                              | 25.00   | 50.00   | 100.00  |

Example: A \$25 Series E bond purchased June 24, 1942, is worth \$18.75 through May 31, 1943. On June 1, 1943 (the first day of the anniversary month), the value increases to \$18.87, on December 1, 1943, to \$19.00, on June 1, 1944, to \$19.12, etc., according to the values given on the back of the bond.

On May 1, 1951, the first Series E bonds reached maturity. These may be cashed, held, or exchanged for Series G bonds.

REDEMPTION VALUE SERIES E BONDS AFTER DATE OF MATURITY

Bonds Issued May 1, 1941, through April 1, 1942

| Period Elapsed<br>After Maturity | Redemption Values |         |          |
|----------------------------------|-------------------|---------|----------|
|                                  | \$25              | \$50    | \$100    |
| Less than 1/2 year               | \$25.00           | \$50.00 | \$100.00 |
| 1/2 to 1 year                    | 25.31             | 50.62   | 101.25   |
| 1 to 1 1/2 years                 | 25.62             | 51.25   | 102.50   |
| 1 1/2 to 2 years                 | 25.94             | 51.87   | 103.75   |
| 2 to 2 1/2 years                 | 26.25             | 52.50   | 105.00   |
| 2 1/2 to 3 years                 | 26.56             | 53.12   | 106.25   |
| 3 to 3 1/2 years                 | 26.87             | 53.75   | 107.50   |
| 3 1/2 to 4 years                 | 27.19             | 54.37   | 108.75   |
| 4 to 4 1/2 years                 | 27.50             | 55.00   | 110.00   |
| 4 1/2 to 5 years                 | 27.81             | 55.62   | 111.25   |
| 5 to 5 1/2 years                 | 28.12             | 56.25   | 112.50   |
| 5 1/2 to 6 years                 | 28.44             | 56.87   | 113.75   |
| 6 to 6 1/2 years                 | 28.75             | 57.50   | 115.00   |
| 6 1/2 to 7 years                 | 29.06             | 58.12   | 116.25   |
| 7 to 7 1/2 years                 | 29.37             | 58.75   | 117.50   |
| 7 1/2 to 8 years                 | 30.00             | 60.00   | 120.00   |
| 8 to 8 1/2 years                 | 30.67             | 61.33   | 122.67   |
| 8 1/2 to 9 years                 | 31.33             | 62.67   | 125.33   |
| 9 to 9 1/2 years                 | 32.00             | 64.00   | 128.00   |
| 9 1/2 to 10 years                | 32.67             | 65.33   | 130.67   |
| End of 10 years                  | 33.33             | 66.67   | 133.33   |

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CONTINUATION SHEET  
F FILING ADMINISTRATIVE REGULATION  
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(Pursuant to Government Code Section 11380.1)

PROPERTY

Aid to the Blind

B-457 (Continued)

B-457

REDEMPTION VALUE SERIES E BONDS AFTER DATE OF MATURITY

Bonds Issued May 1, 1942, through April 1, 1952

| Period After<br>Maturity Date | Redemption Values |         |          |
|-------------------------------|-------------------|---------|----------|
|                               | \$25              | \$50    | \$100    |
| First $\frac{1}{2}$ year      | \$25.00           | \$50.00 | \$100.00 |
| $\frac{1}{2}$ to 1 year       | 25.37             | 50.75   | 101.50   |
| 1 to $1\frac{1}{2}$ years     | 25.75             | 51.50   | 103.00   |
| $1\frac{1}{2}$ to 2 years     | 26.12             | 52.25   | 104.50   |
| 2 to $2\frac{1}{2}$ years     | 26.50             | 53.00   | 106.00   |
| $2\frac{1}{2}$ to 3 years     | 26.90             | 53.80   | 107.60   |
| 3 to $3\frac{1}{2}$ years     | 27.30             | 54.60   | 109.20   |
| $3\frac{1}{2}$ to 4 years     | 27.70             | 55.40   | 110.80   |
| 4 to $4\frac{1}{2}$ years     | 28.10             | 56.20   | 112.40   |
| $4\frac{1}{2}$ to 5 years     | 28.50             | 57.00   | 114.00   |
| 5 to $5\frac{1}{2}$ years     | 28.95             | 57.90   | 115.80   |
| $5\frac{1}{2}$ to 6 years     | 29.40             | 58.80   | 117.60   |
| 6 to $6\frac{1}{2}$ years     | 29.85             | 59.70   | 119.40   |
| $6\frac{1}{2}$ to 7 years     | 30.30             | 60.60   | 121.20   |
| 7 to $7\frac{1}{2}$ years     | 30.75             | 61.50   | 123.00   |
| $7\frac{1}{2}$ to 8 years     | 31.20             | 62.40   | 124.80   |
| 8 to $8\frac{1}{2}$ years     | 31.65             | 63.30   | 126.60   |
| $8\frac{1}{2}$ to 9 years     | 32.15             | 64.30   | 128.60   |
| 9 to $9\frac{1}{2}$ years     | 32.65             | 65.30   | 130.60   |
| $9\frac{1}{2}$ to 10 years    | 33.15             | 66.30   | 132.60   |
| End of 10 years               | 33.67             | 67.34   | 134.68   |

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Aid to the Blind

PROPERTY

B-457 (Continued)

B-457

7. Judgments and Compensation--A lump sum received as the result of compensation laws or in payment of a punitive judgment granted because of damages sustained by either the person or property of the applicant or recipient represents personal property. (If weekly or other periodic payments are received as benefits under the provision of compensation laws, such payments represent income.) A cash settlement accepted in lieu of a judgment is considered personal property.

The value of a judgment which has not been executed shall be considered in determining eligibility under personal property requirements. If the judgment is against a solvent corporation, the value of the judgment shall be considered to be equal to the amount of the judgment. If the judgment is against someone other than a solvent corporation, the county shall determine the ability of the judgment debtor to pay.

If the judgment cannot be executed because the debtor or his property cannot be located, or the judgment creditor has the judgment vacated, the value of the judgment shall not be considered.

If a judgment is the subject of an action brought by the judgment debtor in a higher court to vacate the judgment, and the judgment creditor is prohibited from executing the judgment, that portion of the value of the judgment remaining unsatisfied shall not be considered in determining eligibility while court action is pending. (See Sec. B-532, Definition of Income.)

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PROPERTY

Aid to the Blind

B-457 (Continued)

B-457

8. Inheritance and Gifts--If the recipient receives personal property through the death of the spouse, or is the beneficiary of insurance of a spouse, such property or funds may be considered as being encumbered or charged with the funeral expenses of the deceased. Only the net value, computed after deduction of funeral expenses, shall be considered in determining eligibility. (CC654; AGO NS 4769)

The assessed value of real property or the market value of personal property acquired as a gift or through inheritance shall be considered. (In APSB, the county assessed value is considered, except for cash, securities, and cash surrender value of insurance.) A gift is the separate property of the person who received it. (See Secs. B-536, B-542, B-544 on Gifts.)

9. Lump Sums Received from the Following Sources:

- a. OASI lump sum death payments received as spouse of an insured worker.
- b. Refunds from income tax payments and from excess premium payments (special dividend) on National Service Life Insurance.
- c. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; e.g., State Employees Retirement System, Federal Employees Retirement Fund under the U. S. Civil Service Commission, retirement plans of private corporations, etc. (See Sec. B-572, Income from Certain Government Sources.)

10. Conversion of Property--Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received, together with other real or personal property holdings, are not in excess of the maximum permitted.

In ANB, if the individual sells real property (title passing to the buyer) and plans to utilize the proceeds received from such sale to purchase a home for his own occupancy, the proceeds from such sale represent real property until the purchase is made, or the expiration of six months from the time of receipt of the proceeds, whichever is earlier. The county assessed value of property sold shall be used in determining real property value of proceeds from sale of the home.

If a home is purchased within a six month period, and the cost of the home is less than the proceeds received from sale of real property, the balance shall be considered personal property as of the first of the following month. If the recipient must make immediate repairs on the purchase property, allowance for the cost of such repairs shall be made when determining whether the cost of the home is less than the proceeds received from the sale.

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Aid to the Blind

PROPERTY

B-457 (Continued)

B-457

The plan for the use of the proceeds shall be ascertained when the sale becomes known. The plan as reported by the individual shall be recorded in the case record.

In APSB, proceeds received by a recipient from involuntary conversion of real property shall be considered real property for a period of one year from date of receipt. In order that such funds can be considered as real rather than personal property during the one year period there must be evidence that the sale was involuntary. (If there is any question that a particular action was involuntary, the matter should be referred to the county's legal advisor.) Any of the proceeds remaining at the termination of the one year period shall be considered as personal property in determining eligibility to continued aid.

The value of any increment (interest and/or increase) accruing from the converted property shall be considered in the same manner as other income or property.

11. Notes, Mortgages and Deeds of Trust--The value of notes, mortgages and deeds of trust, i.e., the amount which could be realized if such instruments were offered for quick sale, shall be ascertained. An estimate of their value may be secured from local bankers, realtors, loan companies or others qualified to make such estimates, except when the face value or amount still due, together with all other personal property are within the allowable maximum. Two or more estimates should be secured if the first estimate of the total personal property holdings is slightly below or above the maximum allowed. Additional estimates should also be secured if the first estimate appears to be unrealistic in light of the factors affecting current market value.
12. Business Enterprise--The value of an individual's interest in personal property as represented by the stock on hand, fixtures and equipment, and the "accounts receivable" of a commercial or other business enterprise. Accounts due from customers as shown on the books of a business which are unsecured by notes, drafts, etc., i.e., "accounts receivable," to be of value must be valid and collectible. The value of "accounts receivable" will vary with the age of the accounts, the credit of the debtors and the regularity with which payments have been made. A representative of a collection agency, a retail credit association or other organization familiar with collections may be of assistance in estimating the value of "accounts receivable."
13. Value of Farm Equipment, Live Stock and Fowl--The value of farm machinery and equipment, such as tractors, cultivators, etc., and live stock and fowl. An estimate of their value may be secured from county agricultural agents, the Farm Security Administration, the Federal Land Bank, firms or individuals qualified to estimate the resale value of such holdings.

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B-457 (Continued)

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14. Leases-- Leases for a term of years are personal property. Exception: A lease is real property when it is for a period of not less than 10 years and the leased premises are used as a place of residence for the lessee. If houses, cabins, etc., are placed upon leased land with the provision in the lease that they remain the property of the lessee, such holdings represent personal property, if the lease is personal property; real property if the lease is real property. In general, if the period of the lease is not specified, it is presumed to be one year.

15. Conditional Sales Contracts--(See Sec. B-466)

16. Undistributed Estates--An heir's available interest in an undistributed estate. In determining the value of the inheritance, if any, which is available before distribution, consideration should be given to known indebtedness and to an estimate of the administrative costs exclusive of inheritance taxes. This estimate of administrative expense (exclusive of inheritance tax) may be deducted from the appraised value as filed with the probate court in determining the net amount of personal property available prior to distribution.

When two or more heirs have an undivided interest in an undistributed estate which is in fact available prior to distribution, each is considered to have an interest in proportion to the number of known heirs.

17. Trust Funds--An interest in the corpus of a trust only to the extent that the property is in fact available. If ownership of the trust is dependent upon the occurrence of a certain event, such as the individual attaining the age of 21 years, such trust is not considered his property until the stipulated event occurs. (AGO NS 4769)

(W&IC 3047, 3047.2, 3047.5, 3075, 3447, 3447.3, 3460)

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B-630 RETROACTIVE AID PAYMENTS

B-630

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted except that retroactive aid shall be paid by the county in the following types of situations:

1. If retroactive aid is granted upon appeal to the SSWB or if the SDSW concurs in the county's recommendation that the appeal be adjusted by payment of retroactive aid without hearing by the SSWB.
2. If retroactive initial payments on applications or restorations are due because the determination of eligibility exceeded the period allowed by law. The action of the county may be an original action on the application or restoration or a subsequent action to correct the original action where it is found that the beginning date originally established was not in accord with the legal provisions. (See Sec. B-624)

Example 1: An application which was signed on June 15 was approved on October 15, aid to start effective October 1. On October 25 the county discovers that aid should have been effective September 1, according to the provisions of W&IC 3082. On November 2 the county takes action correcting the erroneous beginning date of aid by ordering aid paid effective September 1.

Example 2: The county did not complete the investigation on a restoration requested September 3, 1951, until December 5, 1951, when action was taken granting retroactive aid effective October 1, 1951.

Example 3: Restoration was requested September 3, 1951, and the county took action on October 25, 1951, granting aid, effective November 1, 1951. The county realized its error and took action November 10, 1951, granting retroactive aid, effective October 1, 1951, thus correcting its October 25th action in accord with the provisions of W&IC 3078.3 and 3475.

3. If an authorized award is in effect, but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further action by the county is necessary.

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Aid to the Blind

## AID PAYMENTS

B-630 (Continued)

B-630

4. If a payment in a particular month is made for less than the authorized award for that month, and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further action by the county is necessary.

Example: The authorized award for a recipient for October is \$75. Due to an error, the recipient was paid \$60 for October. County shall pay recipient additional \$15 due for October in November or not later than December 31.

5. If an award has been made and remains in effect, but payment of aid is suspended as provided in Sec. B-636, Suspension Procedure, and subsequently, eligibility to the suspended warrants is established.
6. If a warrant is returned to the county auditor's office because of a change in the address of the recipient, such warrant shall be transmitted to the recipient's new address as soon as possible in the current month or within the two subsequent months following that for which the warrant was issued.
7. If aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the current month or within the two subsequent months following that for which aid is granted.
8. If, in a transferred case, the second county fails to begin aid on the date due. To avoid interruption in receipt of aid, the second county shall pay retroactive aid.
9. If it is determined that an action resulted in the erroneous denial of an application or request for restoration, or an erroneous discontinuance of aid, the county shall correct such action by granting retroactive aid provided the erroneous action comes to the county's attention within 90 days after the date of the notification to the applicant or recipient. Such retroactive aid shall be authorized before the expiration of the fifth month following that in which the erroneous action occurred. The retroactive aid shall be paid in the amount to which the person was eligible and shall be paid from the date it would have been paid had the correct action been taken.

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## AID PAYMENTS

Aid to the Blind

B-630 (Continued)

B-630

10. If the SDSW concurs in a county recommendation that retroactive aid be paid or if the county concurs in a SDSW recommendation that retroactive aid be paid in appeals involving degree of blindness.
11. If payment was made in conformity with the authorized award but the county subsequently determined that the recipient was eligible for a greater amount, the following principles shall govern when determining the amount of underpayment, if any, to be adjusted by payment of retroactive aid, and the date from which retroactive aid shall be paid.
  - a. Responsibility rests upon the individual to report changes in his need and income.
  - b. Retroactive aid to adjust for underpayment caused by reduced income and/or increased needs shall be paid beginning with the first of the month in which a change in need and/or income is reported to the county, or the first of the month in which increased need exists, whichever is later.
  - c. No retroactive aid shall be paid to adjust for underpayment in months prior to the month in which the change in need or income is reported to the county except when special circumstances prevented the individual from notifying the county of his changed need and/or income in the same month in which the change occurred.

The following are among the special circumstances to be given consideration:

- (1) Illness
- (2) The need arose too late in the month to give the recipient reasonable time in which to report the change within that month.
- (3) The recipient could not have known until the last day of the month that income would not be received, or would be received in a lesser amount than previously reported.
- (4) Infrequent mail service from isolated areas; etc.

If the changed circumstances are reported as soon as the recipient could reasonably be expected to do so but not later than the month following that in which the change occurred, retroactive aid shall be paid from the first of the month in which underpayment occurred, rather than from the first of the month in which the change in need or income was reported. The case record shall show the reason for granting retroactive aid for a month prior to the month in which changed circumstances were reported.

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B-630 (Continued)

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- d. The total need for a particular month shall be determined on the basis of the total need in that month. Need shall not be increased by carrying forward any deficiency between total need in a prior month and the sum of the grant and the income in such prior month.

Any retroactive aid found to be due after applying the foregoing principles shall be paid provided the county can authorize the additional aid before the expiration of five months following the month for which the recipient was underpaid. (See Sec. B-752, Federal Participation In ANB Participation)

(W&IC 3075, 3078.3, 3078.5, 3460, 3475; AGO NS 4670)

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Aid to the Blind

## AID PAYMENTS

**B-636 SUSPENSION PROCEDURE****B-636**

Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant was issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Aid shall be suspended by the county if eligibility is questionable, except that an initial payment may not be suspended or held. Upon completion of the determination of eligibility, suspended warrants are either released to the recipient or canceled. (Discontinuance of aid differs from suspension in that aid is discontinued only if the information establishes ineligibility for continued aid.) The recipient shall be notified immediately of the county's action, the reason, and his right of appeal.

Action authorizing the suspension of aid shall be taken by the county as soon as possible after the first of the month following that for which delivery of a warrant is withheld. Exception: If the county establishes eligibility prior to suspension action on the withheld warrant, the warrant may be released without the necessity of action authorizing the suspension of aid.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the county approved the suspension, and the progress made toward establishing eligibility. If it appears upon inquiry that the aid has been obtained improperly, it shall be canceled by the SDSW; and if it appears that aid was obtained properly, the suspended payment shall be payable.

If delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary.

Aid shall not be discontinued or suspended upon receipt of a Report of Eye Examination (Form Bl 227 or Bl 227A) which raises question as to the degree of blindness. The procedure outlined in Sec. B-259, Procedure When Continued Eligibility of a Recipient is Questioned on Degree of Blindness, shall be followed.

If information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month, determination of the eligibility question which caused the suspended payment shall proceed promptly and with all diligence in order that eligibility for continued aid may be established at the earliest possible date. In such cases a notice shall be forwarded to the county auditor requesting that delivery of the warrant

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## AID PAYMENTS

Aid to the Blind

B-636 (Continued)

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for the specified month be withheld. The specific reason why eligibility is questioned shall be recorded on the notification to the auditor, a copy of which shall be retained in the county case record. Counties may devise their own form for notification to the county auditor.

If eligibility is determined, two copies of a notification prepared in triplicate shall be forwarded to the county auditor requesting release of the warrant for the particular month. One copy shall be retained in the county file. A statement covering the results of the determination which justified release of the warrant shall be included in the case record, either in the narrative or on the notification to the county auditor. Upon release of the suspended payment, the auditor shall indicate on the second copy the date of release of the warrant, sign it, and return it to the county welfare department where it shall be filed in the county case record. County action is not required to release a suspended warrant.

If factors beyond the control of the county delay the receipt of information necessary for a determination regarding eligibility, the warrant for the second month shall be issued but delivery withheld while determination is continued. Such situations may be due to failure to receive replies from persons or agencies in another locality, to the physical condition of the recipient, etc. A notice shall be forwarded to the county auditor specifying the particular month for which delivery of the warrant is to be withheld and a copy of this retained in the county case record. If necessary, delivery of this warrant may be withheld beyond the month for which it is issued and further suspension action by the county is not required.

In extreme cases, delivery of the warrant for the third month may also be withheld. If the determination has not been made by the last day of the third month that the recipient is eligible, the warrant for the third month, together with the warrants for the two previous months, shall be canceled, and Notice of Change, Form Bl 232, reporting discontinuance of aid, effective the last day of the month immediately preceding the first suspended payment, shall be submitted to the SDSW.

If eligibility is established during the second or third month, the usual notification to the county auditor shall be forwarded in duplicate, requesting that the withheld warrants be released. The auditor shall return one copy to the county welfare department after indicating the particular warrants which were released and the date of release. In no case may the warrants be released later than the last day of the third month.

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B-636 (Continued)

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If an authorized award is in effect but delivery of two or more warrants is withheld under the provisions of this section, while determination of eligibility is made, it will sometimes be established that the recipient was ineligible to certain of the suspended warrants but eligible to the others. The warrant or warrants to which the recipient is found ineligible shall be canceled and such cancellations shall be reported to the SDSW as required in Sec. F-740, Manual of Fiscal Policies and Procedures.

If aid continues, the cancellation of an interim suspended warrant does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not represent restoration. The Notice of Change (Form Bl 232) showing board of supervisors' action shall be used to report to the SDSW the month or months for which the suspended payments were canceled together with the reason. Only those payments which are canceled under the circumstances described in this section shall be reported in this manner. (W&IC 7.1, 3075, 3078, 3078.5, 3460)

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B-663 NOTICE OF CHANGE - GENERAL INSTRUCTIONS

B-663

**A. Use of Section I**

The Notice of Change, Form Bl 232, except as it provides for identifying information, is divided into sections, which are designated as Sections I, II, III, IV, and V.

One Form Bl 232 may be used to report two actions of the county on the same case provided both actions occur on the same day.

Example: In ANB aid is increased on October 15, effective November 1, due to verified need in excess of \$90. On the same date, the county decreased aid effective December 1, as the special need exists for only one month.

If one Form Bl 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action is reported opposite "Restoration."

Section I is used to report information regarding:

1. Type of change affecting the recipient. This includes decrease, increase, restoration or discontinuance of the recipient's grant or transfer from ANB to APSB or vice versa.
2. Reason for change. The reason for discontinuance of aid to the individual is not recorded here but shall be shown in Section II.

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Aid to the Blind

AID PAYMENTS

B-663 (Continued)

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If the reason for change (except discontinuance of aid to the individual) is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective, it need not be repeated under this heading. Report any additional information in this space.

Change of recipient's name, due to marriage, court order, or for other reasons; certain changes in guardianship status in accordance with Sec. B-155, Guardianship; the month or months for which suspended payment was canceled as provided in Sec. B-636, shall be reported under "Reason for Change."

In a restoration following release from a public institution, the exact date of release shall be reported here. In reporting restorations for other reasons, information shall be entered here as to the exact date and the reason the recipient became eligible subsequent to discontinuance of aid, and the date the recipient's request for restoration was made.

Decrease, Increase, or Restoration:

- Column 1. The type of action is indicated by completing the information called for in the vertical columnar headings (2, 3, 4, etc.) in the space provided opposite "Decrease," "Increase," "Restoration," etc.
- Column 2. Enter the date from which the change is effective. If retroactive aid is paid as provided in Sec. B-630, Retroactive Aid Payments, the month for which the retroactive payment was made should be entered in this column.
- Column 3. Enter the monthly rate of aid granted from the effective date shown in Column 2. (If aid is restored effective from a day subsequent to the first day of the month, the monthly rate rather than the pro-rated amount shall be entered.)
- If retroactive aid is paid as provided in Sec. B-630, enter the monthly rate of aid granted from the effective date shown in Column 2.
- Column 4. Enter the total of all income received other than the grant. (If need in excess of \$90 in AID has not been established, the sum of Column 3 and the non-exempt income in Column 4 shall total \$90. The total may not exceed or be less than these amounts.)

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## AID PAYMENTS

Aid to the Blind

B-663 (Continued)

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Column 5. Enter sources from which income other than the grant is received and amount received from each. The total of amounts of income from individual sources, as shown in Column 5, should agree with the figure entered in Column 4.

Column 6. (ANB only) No entry is made unless the total need exceeds \$90, in which case the total need per month is reported here.

Column 7. (ANB only) Report the nature and total cost of each item which causes the total need to exceed the basic grant, and the method of verification, e.g., new roof \$30; payments \$8 a month. Verified by contractor.

Transfer from ANB to APSB or Vice Versa:

When reporting a change from ANB to APSB or vice versa, detailed information regarding the change in type of aid shall be given under "Reason for Change." In APSB, this shall include information regarding plan for achieving self-support.

Column 1. Indicate by check whether recipient is being transferred from ANB to APSB or vice versa.

Column 2. Enter the beginning date of aid under the program to which the recipient is being transferred.

Columns 3, 4, 5, 6, and 7. See above.

Discontinuance of aid under the program from which the recipient is being transferred should be reported in Section II, Item C-17. (See Sec. B-220, Change of One Form of Aid to Another.)

Discontinuance:

Enter in Column 2 the effective date of the discontinuance. Other columns in Section I are left blank. Section II shall be completed for each discontinuance of aid to the individual.

In ANB, discontinuance of payment to the county for hospital or infirmary care and restoration of aid may be reported on the same Form B1 232 unless there is a delay in the restoration of aid to the former recipient, in which case separate forms are necessary.

(Section Continued on Next Page)



CONTINUATION SHEET  
**F FILING ADMINISTRATIVE REGULATION  
WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-663 (Continued)

B-663

**B. Discontinuance of Aid to the Individual Recipient - Section II**

**Item A. Date ineligibility discovered**--Enter the date on which the facts causing discontinuance of aid to the recipient came to the attention of the county.

**Item B. Date of last previous county investigation**--Enter the date on which the county investigation preceding the one resulting in discontinuance of aid to the recipient was completed.

**Item C. Reason for discontinuance of aid to recipient**--Check all applicable reasons for discontinuance which appear on the list. For example, if earnings of spouse (Item C3) and contributions from parents or adult children (Item C5) result in the discontinuance of a case, check both Item C3 and Item C5.

**Item C1. Death**--Check if aid was discontinued because of the death of the recipient, and enter date of death. If death occurred in county hospital or other public institution, enter the date of admission under Item C14, C15, or C16, whichever is applicable.

**Item C2. Earnings of recipient**--Check if aid was discontinued because of earnings of the recipient (including earnings from self-employment).

**Item C3. Earnings of spouse**--Check if aid was discontinued because of the receipt of support from earnings (including earnings from self-employment) of recipient's husband or wife, whether or not the earnings were considered community property.

**Item C4. Other resources of spouse**--Check if aid was discontinued because of support from separate income of the spouse; i.e., rental of spouse's separate property, or separate income from any source other than earnings of the spouse.

**Item C5. Contributions from parents or adult children**--Check if aid was discontinued because of the receipt of support from parents or adult children.

**Item C6. Contributions from others**--Check if aid was discontinued because of contributions from persons other than the spouse, parents or adult children.

Do not check Item C6 if the income was derived from roomers and/or boarders in the household; discontinuance under these conditions should be entered

(Section Continued on Next Page)



CONTINUATION SHEET  
F FILING ADMINISTRATIVE REGULATION  
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(Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-663 (Continued)

B-663

under Item C2 if the recipient is responsible for management of the household, or under Item C3 if the spouse is responsible for management of the household.

Item C7. Income from property--Check if aid was discontinued because of receipt of income from real or personal property. Write a brief description of the nature of this income; e.g., rent from dwelling, interest on loan, etc. If necessary, additional space may be used under "Remarks."

Item C8. Income from other sources--Check if aid was discontinued because of the receipt of income from some source other than those listed under Items C2-C7. Write a brief description of such income; e.g., unemployment insurance, old age and survivors' insurance. If necessary, additional space may be used under "Remarks."

Item C9. Subsequent information disproves eligibility originally established--Check if aid was discontinued because subsequent information indicated that the recipient was not eligible for the original grant. Indicate under "Remarks" the specific grounds for ineligibility; e.g., age, property, residence, etc. Explain briefly how and when ineligibility was discovered.

Item C10. Change in law or policy--Check if a change in legal or administrative policy automatically makes the case ineligible at the time of change although previously it was eligible. Specify briefly the nature of the change.

Item C11. Present vision exceeds standard for blindness--Check if aid was discontinued because recipient is not blind within the prescribed degree. When conclusive evidence establishes that recipient was not originally eligible as to degree of blindness, check Item C9.

Item C12. Refusal after acceptance to comply with established regulations--Check if aid was discontinued because the recipient refused to comply with established regulation; i.e., refusal to supply information, soliciting alms.

Item C13. Excess property--Check if aid was discontinued because the value of the recipient's real or personal property, or both, exceeds that permitted under the ANB law but the need for assistance is not materially reduced by the income, if any. If the income meets the recipient's needs, check Item C7.

Item C14. In county hospital (medical care) more than two months--Check if aid was discontinued because the recipient received aid for two calendar months after admission to a county hospital for medical care, and enter the date of admission.

(Section Continued on Next Page)



CONTINUATION SHEET  
**F FILING ADMINISTRATIVE REGULATION  
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 (Pursuant to Government Code Section 11380.1)

Aid to the Blind

AID PAYMENTS

B-663 (Continued)

B-663

Item C15. Admitted to county infirmary (custodial care)--Check if aid was discontinued because recipient entered a county infirmary for custodial care; i.e., shelter and maintenance only, and enter the date of admission.

Item C16. Admitted to other public institution--Check if aid was discontinued because the recipient entered a public institution other than a county hospital or county infirmary. Enter the date of admission and the name of the institution.

Item C17. Accepted for APSB, ANB or OAS--Check the name of the program under which aid is to be granted from date of change.

Item C18. Loss of state residence--Check if aid was discontinued because the recipient has moved out of the state and has established residence elsewhere.

Item C19. Transferred to-----County--Check if aid was discontinued because the recipient has moved to another county and the second county has become responsible for the payment of aid. Insert name of second county.

Item C20. Other reason--Check if aid was discontinued for some reason other than those listed under Items C1 through C19. Describe the reasons or circumstances for this discontinuance under "Remarks." Check this item if recipient was admitted to a private institution (an institution which does not derive support from public funds) only if the recipient would have continued eligibility for aid had he not entered the institution.

In ANB, if federal participation is not available in payments made to the recipient after admission to the public medical institution, state under "Remarks" the specific months for which federal participation is not available and give the reason.

**C. Material Changes in Economic Circumstances of Discontinued Cases**  
(Exclude Death) Section III

Section III of Form Bl 232 is to be disregarded.

(Section Continued on Next Page)



CONTINUATION SHEET  
**FILING ADMINISTRATIVE REGULATION  
 WITH THE SECRETARY OF STATE**  
 (Pursuant to Government Code Section 11380.1)

AID PAYMENTS

Aid to the Blind

B-663 (Continued)

B-663

**D. Payment to County for Institutional Care - Section IV**  
ANB Only

Section IV is used to request payment to the county for hospital or infirmary care rendered to former recipients, and to request that such payment to the county be discontinued.

Under "Type of Care" check the type of institution in which the care is rendered, i.e., county hospital (medical or surgical care) or county infirmary if shelter and maintenance (custodial care) is the only care given.

Under "Begin Payment" report the date from which payment to the county for hospital or infirmary care is requested, and show the amount of the grant to the recipient for the month in which admitted to the institution.

Use the space under "Discontinue Payment" to report discontinuance of payment to the county for hospital or infirmary care. Opposite "Effective Date" enter the date of the last day for which the subvention is requested. Check the reason for discontinuance, i.e., discharge from the hospital or infirmary, or death, and enter the date such event occurred.

If the county giving care is not the county of the former recipient's residence, this fact shall be noted by showing in the space for name of county at top of form the name of the county actually claiming subvention followed by the parenthetical statement ("resident of \_\_\_\_\_ County"). It shall be the responsibility of the county claiming subvention to determine from the first county the amount of the grant at the time of entering the institution. (See Sec. B-518, Institutional Subvention for Hospital or Infirmary Care.)

**E. Approval by the County - Section V**

Section V is used to report action of the county. Action of the county is required upon all Notices of Change except those which report change of name of recipient and changes in guardianship status.

Enter name of county and date of approval. The Notice of Change shall bear either the original or facsimile signature of the county clerk or deputy.

(WaIC 3044.1, 3075, 3078.3, 3089, 3460)

DO NOT WRITE IN THIS SPACE



CONTINUATION SHEET  
**F FILING ADMINISTRATIVE REGULATION  
WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

B-666 NOTIFICATION TO SDSW OF CHANGE IN STATUS OF RECIPIENT

B-666

A copy of the authorization document shall be forwarded to the SDSW as soon as possible but not later than 15 days after county action for the following changes:

Restoration of Aid  
Discontinuance of Aid  
Transfer from ANB to APSB, or vice versa  
Change in name of recipient

No document need be submitted if the only change is an increase or decrease in the amount of the grant of aid.

(W&IC 7.1, 3075, 3085, 3460)

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CONTINUATION SHEET  
F FILING ADMINISTRATIVE REGULATION  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

## AID PAYMENTS

Aid to the Blind

## B-684 CLASSIFICATION OF REPAYMENT RECEIVABLE ACCOUNTS

B-684

Repayments receivable accounts are classified as follows:

1. Active accounts
2. Inactive accounts
  - a. Unsecured
  - b. Secured
3. Closed accounts.

Active accounts are those in which the county is proceeding toward development of a plan for collection, securing of insurance assignments, or of a confession of judgment, promissory note, or court action.

Inactive unsecured accounts are those in which the determination has been made that the debtor has no resources from which to make repayment.

Inactive secured accounts are those in which a promissory note, confession of judgment, assignment of insurance, judgment or lien has been obtained by the county to secure the debtor's liability. This includes accounts which have been secured to the greatest possible extent even if the security does not fully cover the repayment receivable.

Closed accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations. (See Item 8 of Sec. B-682)
5. If the debtor is deceased and probate action is closed and there is no feasible means of recovery from heirs of the estate.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When the debtor's whereabouts is unknown, county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.

(W&IC 115, 116, 3075, 3460)

CALIFORNIA-SDSW-MANUAL-AB

REVISION 307

Revised December 18, 1953  
Effective February 1, 1954

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CONTINUATION SHEET  
**F FILING ADMINISTRATIVE REGULATION  
WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

B-708 MEDICAL CARE FOR REGULAR RECIPIENT DURING TRANSFER PERIOD

B-708

(Repealed)

B-739 STIPULATED APPEALS

B-739

There may be appeals which the county can not adjust by administrative action alone, even though the county is willing to make the adjustment with which the appellant is in agreement.

Under such circumstances, the county presents the facts to the SDSW and requests concurrence in their recommendations or, on degree of blindness appeals the SDSW presents the facts to the county. (See Sec. B-261, Appeals on Degree of Blindness) If the SDSW or the county concurs, the county is authorized to make the adjustment. When an adjustment satisfactory to the appellant has been made, he is asked to withdraw his appeal.

(W&IC 104.5, 3075, 3078, 3078.3, 3460, 3473.2, 3475)

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FACE SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1953

Division of Administrative Procedure

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Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 30, 1953

By:

*C. I. Schellkopf*

Director

(Title)

FILED

In the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 11:20 o'clock A.M.

FRANK M. JORDAN, Secretary of State

By *Chm...*  
Assistant Secretary of State

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C-032 DELEGATION OF AUTHORITY BY BOARD OF SUPERVISORS

C-032

The authority of a county board of supervisors to grant, restore, increase, decrease, suspend, discontinue, and deny ANC or authorize return of erroneous repayments may be exercised by an agent when duly authorized by resolution by such board.

Persons to whom the board of supervisors delegate its authority shall be designated and such persons shall be persons who direct, supervise, or perform the determination of eligibility for aid.

(W&amp;IC 7.1, 1560)

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CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-130 WHEN APPLICATION IS TO BE TAKEN

C-130

The Application, Form CA 200, Part One, shall be signed at the time the applicant first makes known the child's need. The applicant shall not be required to sign Part Two, until such time as he is prepared to answer the specific questions.

If aid has been denied, or if it has been discontinued for a period of more than 12 months, a new application shall be completed except in any one of the following instances:

1. An application has been denied erroneously (i.e., the county had information that the child was eligible but the application was denied because this information was misinterpreted or overlooked, or all reasonable sources of information as to eligibility had not been exhausted) and corrective action is taken as provided in Sec. C-545. (If a request for restoration is denied erroneously and corrective action is taken, aid is granted on the same request for restoration which was previously denied.)
2. Aid is granted by the SSWB on appeal.
3. Aid is requested for one or more children for whom aid had previously been granted but whose aid has been discontinued for more than one year while other children in the family have continued to receive aid.

If ANC is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC or the county is processing an application for them, a new application shall be taken for the additional child.

The application for a child whose aid is being transferred in accordance with the transfer procedure under W&IC 1527 from one county to another shall, if possible, be signed in the second county prior to the date aid begins, although aid shall not be interrupted if such prior signature is not obtained.

The application Form CA 200, Parts One and Two, for a child whose aid is being transferred under W&IC 1512(c) shall be secured by the county of application and forwarded to the county of residence at the time transfer procedures are initiated.

Application prior to parole may be made on behalf of a child who is to be paroled from the California Youth Authority.

(W&IC 1512, 1550, 1560; AGO NS891)

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CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-160 REPORTING COUNTY ACTION TO APPLICANT

C-160

Immediately following county action the applicant shall be notified in writing of the disposition of his application or request for restoration.

Aid to Needy Children - Notification of Action, Form CA 239, includes the minimum requirements for notification to the applicant and shall be used by the county unless a substitute form which incorporates the information appearing on Form CA 239 is used, namely:

1. The nature of the action, i.e., granting or denial of aid on applications or requests for restoration. If granted, the amount of aid shall be shown. If denied, the reason for such action shall be explained.
2. The date from which the action is effective.
3. The date the Form CA 239 is forwarded.
4. A suggestion that any question regarding the county's action be discussed with the county.
5. A statement regarding the right to inform the nearest office of the SDSW of any complaint regarding the county's action, or to appeal within 90 days for a hearing and a decision by SSWB. Such statement shall be in conformity with that set forth on the reverse of the printed CA 239.

If the probation officer or person other than a relative is the applicant and a relative is the payee, Form CA 239 should be sent to the relative. Since care given to children in institutions or boarding homes may be on a contractual basis, it is not necessary to send Form CA 239 to institutions or boarding homes in every case. However, inasmuch as any person caring for, or responsible for care of, a child may file an appeal with the SDSW, the county should make known to the probation officer and to the institution or boarding home caring for the children the fact that an appeal may be filed.

If a withdrawn application or request for restoration is denied by the county, the applicant shall be notified of this action on Aid to Needy Children - Notification of Action, Form CA 239.

(W&IC 1550.5, 1560)

(Section Continued on Next Page)

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CONTINUATION SHEET  
**FILING ADMINISTRATIVE REGULATION  
 WITH THE SECRETARY OF STATE**  
 (Pursuant to Government Code Section 11380.1)

C-160

APPLICATION PROCESS

Aid to Needy Children

C-160 (Continued)

FORM CA 239

C-160

State of California

Department of Social Welfare

### AID TO NEEDY CHILDREN - NOTIFICATION OF ACTION

To: \_\_\_\_\_ County \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Children's Surname \_\_\_\_\_  
 \_\_\_\_\_ State No. \_\_\_\_\_ County No. \_\_\_\_\_  
 \_\_\_\_\_ District \_\_\_\_\_

The following action has been taken on your request for Aid to Needy Children. (See boxes checked below; disregard unchecked boxes.)

☐ Your application or request for restoration was granted effective \_\_\_\_\_  
 in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_  
 Names of Children \_\_\_\_\_

☐ Your application or request for restoration was denied for \_\_\_\_\_  
 Names of Children \_\_\_\_\_

Reason for Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

On the basis of the children's present circumstances, the amount of the Aid to Needy Children payment received by you was changed as stated below: (See boxes checked below; disregard unchecked boxes.)

☐ Aid was increased to \$ \_\_\_\_\_ effective \_\_\_\_\_  
 for \_\_\_\_\_  
 Names of Children \_\_\_\_\_

☐ Aid was decreased to \$ \_\_\_\_\_ effective \_\_\_\_\_  
 for \_\_\_\_\_  
 Names of Children \_\_\_\_\_

☐ Aid was discontinued effective \_\_\_\_\_  
 for \_\_\_\_\_  
 Names of Children \_\_\_\_\_

Reason for Action: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you desire further information regarding the action which has been taken, you should discuss any questions which you have with the county welfare department located at \_\_\_\_\_

By \_\_\_\_\_

READ THE IMPORTANT NOTICE PRINTED ON THE BACK OF THIS SHEET

Form CA 239, Revised September 1953

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 287

Revised August 21, 1953  
 Effective September 9, 1953

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CONTINUATION SHEET  
**FOR FILING ADMINISTRATIVE REGULATION  
 WITH THE SECRETARY OF STATE**  
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

APPLICATION PROCESS

C-160

C-160 (Continued)

FORM CA 239 (Reverse)

C-160

### IMPORTANT NOTICE

Your county welfare department wants you to receive Aid to Needy Children payments for eligible children promptly and in the right amount.

The county welfare department should be notified immediately if the children move to another address. Otherwise, the next Aid to Needy Children check may be late if it is mailed to the wrong address.

Any changes in the family's or children's circumstances should be reported promptly. If changes are not reported promptly you may not receive the full amount of aid to which the children are entitled or you may receive aid to which the children are not entitled. If you receive aid to which the children are not entitled, we must demand that you make repayment to us.

Following are some of the kinds of changes you must report:

Real property is acquired or disposed of by the parents or children.  
 Personal property is acquired or disposed of by the parents or children.  
 Any of the children marry or either parent of the children remarries.  
 Changes in members of the household. You should notify us when an additional member moves into the home or when a household member leaves the home.

Changes of address for the parent not living in the home or information regarding the whereabouts of the absent parent.

An absent parent returns to the home or an incapacitated parent recovers sufficiently that he is able to work.

Children 16 or 17 years of age stop attending school or if they have been employed become unemployed.

Income. The parents or children begin to receive income from earnings, contributions from persons, unemployment or disability benefits, veterans' benefits, Old Age and Survivors Insurance, rent, or income from any other source.

Income changes. Even if you have already notified us that the children or their parents are receiving income from some source, you must let us know if that income increases, decreases, or stops.

Needs change. You should notify us immediately if your expenses increase or decrease.

When there is any change in the circumstances of the family or children, you must notify us immediately by letter, by calling at our office, or by telephone. Our address is given on the front of this sheet.

### County Welfare Department

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California  
 1530 Capitol Avenue, Sacramento 14, California  
 Pacific Building, 821 Market Street, San Francisco 3, California

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 320

Revised December 18, 1953  
 Effective February 1, 1954

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CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-340

DETERMINATION OF ELIGIBILITY - PROPERTY

Aid to Needy Children

## C-340 DETERMINATION OF PERSONAL PROPERTY

C-340

## A. REQUIREMENTS

The county shall determine the value of all personal property owned by the child, his parents, and otherwise eligible brothers and sisters under 18 years of age in the family group:

1. At the time of application
2. When an increase in value is reported
3. If the acquisition, an increase, or a conversion in personal property holdings is reported or otherwise comes to the county's attention
4. At least every three months if personal property is of fluctuating value and approaches the maximum
5. When the annual redetermination of eligibility is made.

All information pertaining to personal property shall be retained in the case record or recorded in the narrative. The recording of interviews or of examination of documents shall include the source of information, the findings, and the dates of steps in the investigation. A complete explanation of any complicated situation regarding the property shall be included in the record. The source of any increase acquired shall be recorded.

If the applicant or person legally responsible for the child states that the child, his parents, and minor brothers and sisters in the family group own no personal property, no further investigation is necessary unless conflicting information arises.

If at any time a child or parent becomes possessed of personal property in excess of \$600, the applicant or person legally responsible for the child is responsible for notifying the county immediately.

## B. METHOD OF DETERMINATION OF PERSONAL PROPERTY

1. Cash on Hand and Cash in Safety Deposit Boxes

The statement of the applicant or person legally responsible for the child shall be accepted as evidence of cash on hand and may be accepted as evidence of cash in safety deposit boxes.

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CONTINUATION SHEET  
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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - PROPERTY

C-340

C-340 (Continued)

C-340

2. Bank Accounts

Determination of the amount of funds in a bank account, postal savings accounts, or building and loan associations shall be made from the individual's account book, unless the book is not available, entries are not current, or there is conflicting information. In such situations information shall be secured from the institution concerned, either by the applicant or by the county.

3. Joint or Trustee Accounts

If a parent's or child's name appears with that of another person on a joint or trustee account, there is the presumption that the parent or child is the owner of all of the funds in the account. If the parent contends that all of the funds in the account do not belong to him or the child, effort shall be made to establish his interest in it. That portion which is established as belonging to the parent or child is considered in determining eligibility. Oral or written statements as to the ownership of the funds shall be secured from all the parties concerned in a joint account. If it is not possible to secure statements from all the parties to the account or the statements do not agree as to the ownership of the funds, further evidence shall be secured.

4. Defunct Bank and Building and Loan Association Accounts

If a building and loan association or other financial concern in which money is deposited is in process of liquidation under receivership proceeding, the current market value of the building and loan certificates or other evidence of interest therein shall be secured from the institution involved.

5. Life Insurance

All pertinent information regarding life insurance policies carried in the name of the parent or child shall be determined.

Determination shall be made by examination of the policies or, if the policies are not available or do not contain sufficient information, through correspondence with the insurance company. The county record shall contain the following information regarding each policy: type of policy, date of issuance of policy, policy number, amount of premiums and by whom paid, current net cash surrender value, face value, loans outstanding, value at maturity, beneficiaries, and disability or other special benefits.

An insurance policy which has no current net cash surrender value or one on which all or a major portion of the premium payments have been made by a person other than the parents or children is not an available resource for the support of the child and has no effect upon the personal property status.

(Section Continued on Next Page)



CONTINUATION SHEET  
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 WITH THE SECRETARY OF STATE**  
 (Pursuant to Government Code Section 11380.1)

C-340

DETERMINATION OF ELIGIBILITY - PROPERTY

Aid to Needy Children

C-340 (Continued)

C-340

The following definitions of life insurance terms may be helpful in considering the value of life insurance policies.

Net value at date of maturity is determined by adding the amount of paid-up additions, if any, to the face value of the policy and subtracting the amount of any loans made by the company against that policy.

Date of maturity is the date on which the net value at maturity becomes due and payable. Most insurance policies do not mature until the death of the insured. A "20 or 30 pay" life insurance policy normally matures upon the death of the insured and not with the completion of the premium payments or at the end of any specified period of time. However, the net maturity value of an endowment policy becomes payable at the expiration of a specified period, e.g., 20 years in the case of a 20-year endowment. Upon reaching the maturity date, the net maturity value of the policy becomes personal property to be considered in determining eligibility. The fact that the insured elects to leave the funds representing the maturity value of the endowment policy on deposit with the company does not alter this situation.

Current net cash surrender value is determined by subtracting from the cash surrender value of the policy or policies the amount of any loans made by the company against that policy or policies, and the unpaid interest thereon.

Date of policy is the date on which the policy was issued.

Annuities usually are irrevocable and have no cash or loan value. If annuities have a cash surrender value, this value shall be considered as personal property.

Paid-up additions to the policy may be purchased with the dividends earned by the policy according to an option given to the insured by some companies. If accumulated dividends have been converted into paid-up additions, the amount of the additions shall be considered in determining the net value of the policy at maturity. If the dividends are not used to purchase additions to the policy, but remain with the company where they are available to the applicant upon demand, the amount of such dividends represents personal property which shall be considered in determining eligibility.

#### 6. Motor Vehicles

The value of automobiles, trucks, motorcycles, etc., shall be determined on the basis of the vehicle license fee established by the State Motor Vehicle Department. The registration card (white slip) issued by the Motor Vehicle Department must be carried in every motor vehicle which is

(Section Continued on Next Page)



CONTINUATION SHEET  
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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - PROPERTY

C-340

C-340 (Continued)

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taxed by that department. An item "Total Fees" is recorded on the registration card for passenger cars, motorcycles, and other motor vehicles with the exception of trucks and commercial trailers. Total fees include the \$8 registration fee\* and the vehicle license fee which varies in accordance with the value of the vehicle. The vehicle license fee for such motor vehicles is determined by deducting the \$8 registration fee from the "Total Fees" as shown on the registration card. The vehicle license fee shall be recorded in the case record.

The registration card for a truck shows the registration fee, the truck weight fee, and the vehicle license fee. Only the amount which is recorded in the space marked "Veh. Lic. Fee" shall be used.

The following table shows the vehicle license fees and the current market values which they represent, which shall be used in determining eligibility with respect to personal property. (See Sec. C-302 regarding the house trailer used as a home.)

| V.L.F. | Value of Vehicle | V.L.F. | Value of Vehicle |
|--------|------------------|--------|------------------|
| \$ 1   | \$ 37            | \$13   | \$ 650           |
| 2      | 105              | 14     | 695              |
| 3      | 150              | 15     | 755              |
| 4      | 200              | 16     | 805              |
| 5      | 250              | 17     | 850              |
| 6      | 295              | 18     | 905              |
| 7      | 355              | 19     | 950              |
| 8      | 405              | 20     | 1000             |
| 9      | 450              | 21     | 1050             |
| 10     | 505              | 22     | 1095             |
| 11     | 550              | 23     | 1155             |
| 12     | 600              | 24     | 1205             |

Should it be necessary to determine the current market value of a motor vehicle, the license fee for which is in excess of \$24, add to \$1,205 that value in the foregoing table which is opposite the amount by which the vehicle license fee exceeds \$24.

\* Registration fee for all motor vehicles taxed by the State Motor Vehicle Department increased from \$6 to \$8 effective 7-1-53.

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The foregoing table cannot be used to determine the value of new automobiles purchased within the current calendar year. Likewise it cannot be used to determine the value of second hand cars previously registered in another state but bought by recipients during the current calendar year. Should it become necessary to determine the market value under either circumstance the local office of the State Department of Motor Vehicles should be consulted.

If a motor vehicle is wrecked or damaged to such a degree that the "Vehicle License Fee" method of determination of value is unrealistic, the county shall evaluate such motor vehicle by consulting junk or used car dealers in order to arrive at a more equitable determination of the value of the motor vehicle.

If the motor vehicle is being purchased under a contract of sale, the current market value of the buyer's equity shall be considered in determining eligibility with respect to personal property. (See Sec. C-330 for determination of the buyer's equity under contract of sale.)

If it is determined that a motor vehicle is a part of a program of rehabilitation for a parent or of a program to assist in the maintenance and self-support of the family, it shall not be considered as personal property in determining eligibility.

#### 7. Stocks and Bonds

The current market value of stocks and bonds shall be determined from daily newspaper quotations, brokerage houses, banks, or established tables of values.

The current market value of United States Savings Bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds.

Redemption values increase on the anniversary dates which fall at six-month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

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SERIES E WAR BONDS

| Year after month<br>of issuance | \$25    | \$50    | \$100    |
|---------------------------------|---------|---------|----------|
| $\frac{1}{2}$                   | \$18.75 | \$37.50 | \$ 75.00 |
| $\frac{1}{2}$ —1                | 18.75   | 37.50   | 75.00    |
| 1— $\frac{1}{2}$                | 18.87   | 37.75   | 75.50    |
| $\frac{1}{2}$ —2                | 19.00   | 38.00   | 76.00    |
| 2— $\frac{1}{2}$                | 19.12   | 38.25   | 76.50    |
| $\frac{1}{2}$ —3                | 19.25   | 38.50   | 77.00    |
| 3— $\frac{1}{2}$                | 19.50   | 39.00   | 78.00    |
| $\frac{1}{2}$ —4                | 19.75   | 39.50   | 79.00    |
| 4— $\frac{1}{2}$                | 20.00   | 40.00   | 80.00    |
| $\frac{1}{2}$ —5                | 20.25   | 40.50   | 81.00    |
| 5— $\frac{1}{2}$                | 20.50   | 41.00   | 82.00    |
| $\frac{1}{2}$ —6                | 20.75   | 41.50   | 83.00    |
| 6— $\frac{1}{2}$                | 21.00   | 42.00   | 84.00    |
| $\frac{1}{2}$ —7                | 21.50   | 43.00   | 86.00    |
| 7— $\frac{1}{2}$                | 22.00   | 44.00   | 88.00    |
| $\frac{1}{2}$ —8                | 22.50   | 45.00   | 90.00    |
| 8— $\frac{1}{2}$                | 23.00   | 46.00   | 92.00    |
| $\frac{1}{2}$ —9                | 23.50   | 47.00   | 94.00    |
| 9— $\frac{1}{2}$                | 24.00   | 48.00   | 96.00    |
| $\frac{1}{2}$ —10               | 24.50   | 49.00   | 98.00    |
| 10                              | 25.00   | 50.00   | 100.00   |

On May 1, 1951, the first Series E bonds reached maturity. These may be cashed, held, or exchanged for Series G bonds.

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REDEMPTION VALUE SERIES E BONDS

After Date of Maturity  
Bonds Issued May 1, 1941, through April 1, 1942

| Period After<br>Maturity Date | Redemption Values |         |          |
|-------------------------------|-------------------|---------|----------|
|                               | \$25              | \$50    | \$100    |
| Less than 1/2 year            | \$25.00           | \$50.00 | \$100.00 |
| 1/2 to 1 year                 | 25.31             | 50.62   | 101.25   |
| 1 to 1 1/2 years              | 25.62             | 51.25   | 102.50   |
| 1 1/2 to 2 years              | 25.94             | 51.87   | 103.75   |
| 2 to 2 1/2 years              | 26.25             | 52.50   | 105.00   |
| 2 1/2 to 3 years              | 26.56             | 53.12   | 106.25   |
| 3 to 3 1/2 years              | 26.87             | 53.75   | 107.50   |
| 3 1/2 to 4 years              | 27.19             | 54.37   | 108.75   |
| 4 to 4 1/2 years              | 27.50             | 55.00   | 110.00   |
| 4 1/2 to 5 years              | 27.81             | 55.62   | 111.25   |
| 5 to 5 1/2 years              | 28.12             | 56.25   | 112.50   |
| 5 1/2 to 6 years              | 28.44             | 56.87   | 113.75   |
| 6 to 6 1/2 years              | 28.75             | 57.50   | 115.00   |
| 6 1/2 to 7 years              | 29.06             | 58.12   | 116.25   |
| 7 to 7 1/2 years              | 29.37             | 58.75   | 117.50   |
| 7 1/2 to 8 years              | 30.00             | 60.00   | 120.00   |
| 8 to 8 1/2 years              | 30.67             | 61.33   | 122.67   |
| 8 1/2 to 9 years              | 31.33             | 62.67   | 125.33   |
| 9 to 9 1/2 years              | 32.00             | 64.00   | 128.00   |
| 9 1/2 to 10 years             | 32.67             | 65.33   | 130.67   |
| End of 10 years               | 33.33             | 66.67   | 133.33   |

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REDEMPTION VALUE SERIES E BONDS

After Date of Maturity

Bonds Issued May 1, 1942, through April 1, 1952

| Period After<br>Maturity Date | Redemption Values |         |          |
|-------------------------------|-------------------|---------|----------|
|                               | \$25              | \$50    | \$100    |
| First $\frac{1}{2}$ year      | \$25.00           | \$50.00 | \$100.00 |
| $\frac{1}{2}$ to 1 year       | 25.37             | 50.75   | 101.50   |
| 1 to $1\frac{1}{2}$ years     | 25.75             | 51.50   | 103.00   |
| $1\frac{1}{2}$ to 2 years     | 26.12             | 52.25   | 104.50   |
| 2 to $2\frac{1}{2}$ years     | 26.50             | 53.00   | 106.00   |
| $2\frac{1}{2}$ to 3 years     | 26.90             | 53.80   | 107.60   |
| 3 to $3\frac{1}{2}$ years     | 27.30             | 54.60   | 109.20   |
| $3\frac{1}{2}$ to 4 years     | 27.70             | 55.40   | 110.80   |
| 4 to $4\frac{1}{2}$ years     | 28.10             | 56.20   | 112.40   |
| $4\frac{1}{2}$ to 5 years     | 28.50             | 57.00   | 114.00   |
| 5 to $5\frac{1}{2}$ years     | 28.95             | 57.90   | 115.80   |
| $5\frac{1}{2}$ to 6 years     | 29.40             | 58.80   | 117.60   |
| 6 to $6\frac{1}{2}$ years     | 29.85             | 59.70   | 119.40   |
| $6\frac{1}{2}$ to 7 years     | 30.30             | 60.60   | 121.20   |
| 7 to $7\frac{1}{2}$ years     | 30.75             | 61.50   | 123.00   |
| $7\frac{1}{2}$ to 8 years     | 31.20             | 62.40   | 124.80   |
| 8 to $8\frac{1}{2}$ years     | 31.65             | 63.30   | 126.60   |
| $8\frac{1}{2}$ to 9 years     | 32.15             | 64.30   | 128.60   |
| 9 to $9\frac{1}{2}$ years     | 32.65             | 65.30   | 130.60   |
| $9\frac{1}{2}$ to 10 years    | 33.15             | 66.30   | 132.60   |
| End of 10 years               | 33.67             | 67.34   | 134.68   |

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Aid to Needy Children

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8. Judgments

The value of a judgment which has not been executed shall be determined.

If the judgment is against a solvent corporation, the value of the judgment shall be considered to be available and equal to the amount of the judgment.

If the judgment is against someone other than a solvent corporation, the county shall determine the ability of the judgment debtor to pay. The current market value of the judgment shall then be secured through a bank or person qualified to make such an appraisal.

9. Notes, Mortgages, and Deeds of Trust

The current market value of notes, mortgages, and deeds of trust, i.e., the amount which could be realized if such instruments were offered for quick sale, shall be secured from local bankers, realtors, loan companies, or others qualified to make such estimates.

10. Business Enterprises

The current market value of a parent's or child's interest in the stock on hand, fixtures and equipment, and the "accounts receivable" of business enterprises shall be estimated by a representative of a collection agency, a retail credit association, or other organization or person qualified to make such an appraisal.

If it is determined that a business enterprise is part of a program of rehabilitation for a parent, or of a program to assist in the maintenance and self-support of the family, it shall not be considered as personal property in determining eligibility. However, all pertinent facts regarding the program and business shall be recorded in the narrative.

11. Farm Equipment, Livestock, and Fowl

The current market value of farm machinery and equipment, such as tractors, cultivators, etc., and livestock, fowl, and stored crops shall be secured from county agricultural agents, the Farmers Home Administration, the Federal Land Bank, or other firms or individuals qualified to estimate the re-sale value of such holdings.

If it is determined that farm equipment, livestock, fowl, and stored crops are part of a program of rehabilitation for a parent, or of a program to assist in the maintenance and self-support of the family, it shall not be considered as personal property in determining eligibility. However, all pertinent facts regarding the program and business shall be recorded in the narrative.

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**12. Trust Funds**

The availability of and restrictions as to the use of all or part of a trust of which the parent or the child is beneficiary shall be secured from the trustee.

**13. Inheritances and Gifts**

In determining the value of an inheritance, if any, which is available before distribution, consideration shall be given to known indebtedness and to an estimate of the administrative costs exclusive of inheritance taxes. This estimate of administrative expense (exclusive of inheritance tax) shall be deducted from the appraised value as filed with the probate court in determining the net amount of personal property available prior to distribution.

If the parent (or the child) receives personal property through the death of the spouse, or is the beneficiary of insurance of a spouse or of a child, such property or funds may be encumbered or charged with the funeral expenses of the deceased. If determination is made that all or a portion of such property or funds have been or are to be used to defray such expenses, these funeral costs shall be deducted before determining the net value of the personal property. Only the net value, computed after deduction of funeral expenses, shall be considered in determining eligibility.

A gift is the separate property of the person receiving it.

**14. Undistributed Estates**

If two or more heirs have an undivided interest in an undistributed estate which is in fact available prior to distribution, each is considered to have an interest in proportion to the number of known heirs. The availability of an interest, as well as the value, shall be determined.

**15. Conversion of One Type of Personal Property to Another**

Personal property of one type may be converted into personal property of another type and eligibility continues, so long as the total value of personal property holdings does not exceed \$600, e.g., the exchange of stocks and bonds for cash. If property is converted to another type of personal property, the county shall determine that the total personal property owned does not exceed \$600.

The following represent some types of conversion of personal property from one form to another:

- a. Principal payments on property sold under contract of sale and principal payments received on a mortgage or similar instrument.
- b. Payment received for Indian allotments sold by the U. S. Government upon the petition of the Indian for whom the property is held in trust.
- c. Lump sums received from the maturing of life insurance policies or surrender of them for their cash value. (W&IC 1521, 1521.2, 1560)



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C-352 DEFINITION OF INCOME

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For purposes of ANC, income shall be considered in determining need if it meets the following criteria:

1. Available--actually usable and not potential
2. Predictable--received with sufficient regularity to be counted on to meet essentials of living
3. Net--remainder after deducting expenses incidental to the receipt of the income
4. Current--received in the month of county action with respect to aid for that month.

Income may be in cash or in kind. Income in kind is usually in the form of food, shelter, fuel, or clothing and may come from relatives or friends as a contribution, may be in payment for work, or may be produced by the family.

Separate income is that received from real or personal property representing the separate property of the owner. It also includes income resulting from employment or military service rendered prior to the present marriage such as civil or military pensions.

For purposes of determining the stepfather's financial liability and his financial ability to support his stepchildren under the provisions of Secs. C-356, D, and C-364, B, and for determining the amount of the aid payment in such cases, the earnings of his wife shall be considered her separate income and not community income.

Community income is that received from the labor or employment of husband or wife during the marriage or income received from community property. It also includes income resulting from employment or military service rendered during the marriage. If the marriage occurred during the period the service was rendered, the income shall be considered community income.

Income received monthly or at shorter than monthly intervals shall be considered for meeting the needs only in the month in which it is received. Any unexpended balance of such income becomes personal property on the first of the following month.

Non-recurring lump sum income, i.e., income which has accrued over any period but is not expected to be repeated in the future shall be considered for meeting the needs only in the month in which it is received. Any unexpended balance of such income becomes personal property on the first of the following month.

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DETERMINATION OF ELIGIBILITY - INCOME

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Initial lump sum income accrued over two or more months, if monthly income from the same source is to continue, shall be considered for meeting the needs only in the month in which the initial lump sum income was received. Any unexpended balance of the initial lump sum income becomes personal property on the first of the following month. The continuing monthly income shall be considered as any other income received monthly.

Recurring lump sum income, i.e., income which has accrued over two or more months and which is expected to be repeated at regular intervals in the future in the same or a different amount but less frequently than monthly shall be considered for meeting the needs until it has been utilized. No portion of such income shall become personal property. Such income shall be considered as follows:

1. Recurring Lump Sum Income Received at Specified Intervals in a Fixed Amount.

Recurring lump sum income in an amount not subject to change and received at specified intervals in excess of one month shall be divided by the number of months over which it accrued. The resultant monthly amount shall be considered as monthly income for an equivalent number of future months.

2. Recurring Lump Sum Income Received at Variable Intervals or in Variable Amounts.

Recurring lump sum income in an amount subject to change received at regular or irregular intervals, shall be considered as follows:

- a. If the lump sum income together with any other income is less than the needs in the month received, all of the lump sum shall be considered as income in the month received.
- b. If the lump sum income together with any other income is equal to or more than the needs in the month received, aid shall be discontinued. At the time of discontinuance, the family shall be advised of the approximate period during which the income is expected to meet needs and that it is their responsibility to request restoration of aid. The approximate period during which the income is expected to meet the family's needs shall be determined by dividing the amount of the lump sum income by that figure which represents the difference between total need as determined at that time and continuing income at the time the lump sum was received.

If the lump sum income is a partial payment of the amount due, and the balance is to be received before the expiration of the period during which the partial payment is expected to meet the needs, the period shall be extended. The family shall be requested to report the additional income when it is received or to maintain a suitable record of the income when it is received. When the additional payment is reported, the entire period during which the total lump sum income is expected to meet the family's needs shall be determined by dividing the combined total of the partial and additional payments of the lump sum income by the difference between the family's total needs and continuing income at the time the partial payment of lump sum income was received.

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REVISIONS 113 &amp; 114

Revised August 24, 1951  
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## DETERMINATION OF ELIGIBILITY - INCOME

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## C-352 (Continued)

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If the family does not report subsequent installments of the lump sum income when it is received and restoration is requested, the period during which the total lump sum income would have been expected to meet the family's total needs shall be redetermined. Eligibility for restoration shall then be determined according to C-542, Item C 1 or C 2, whichever is applicable.

For procedure for restoring assistance following discontinuance because of lump sum income, see Section C-542, Restoration of Assistance.

Non-recurring lump sum payments (as distinguished from lump sum income) are personal property immediately upon receipt and shall not be considered as income for meeting needs. (See Sec. C-327, Definition of Personal Property)

Income which is small in amount, unpredictable either as to amount or time of receipt, and of short duration, shall not be considered in determining the amount of the assistance payment.

Such income may be derived from:

1. Occasional employment of parents
2. Occasional earnings of children
3. Occasional rental of rooms
4. Occasional small gifts in cash or kind

(WIC 1511.1, 1560)

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C-356 RESPONSIBILITY OF RELATIVES

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The county shall determine whether there are relatives responsible for the support of the child, or his parent, or other needy relative included in the family budget unit. Assistance shall not be denied or withheld pending this determination.

A. RESPONSIBILITY OF PARENTS

Parents are responsible for the support and care of their children, natural or adopted. Responsibility for support ceases if the child has been relinquished for adoption and the relinquishment has been filed with the SDSW.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - INCOME

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For purposes of ANC, the word "father" includes:

1. The father not married to the mother
2. The divorced father, whether or not he has custody
3. The father of an unborn child, whether or not he is married to the mother
4. The mother's husband, unless the presumption of paternity has been refuted.

Reasonable effort shall be made to determine the total financial resources of the absent parent. Usually the applicant is able to provide information about the absent parent, his resources, and his interest in the child, such as:

1. Whereabouts of the absent parent
2. Reason for his departure
3. His present occupation, income, resources
4. His known obligations, health, dependents
5. His interest in the family and attitude towards the child: Whether he writes home, visits, sends gifts or remembrances, and responds to family emergencies
6. Arrangement for support payments: Amount and regularity of their receipt and whether they are voluntary or by court order.

If the parent with whom the child is living or who has custody or control of the child wilfully refuses to give the necessary information or refuses to give reasonable assistance in the enforcement of the absent parent's obligation to law enforcement officers such as the District Attorney, assistance shall be denied or discontinued.

See Secs. C-470, C-473, and C-476 for requirements for notification to the District Attorney.

#### B. RESPONSIBILITY OF PUTATIVE FATHER

If the father of the child is not married to the mother, he has the same responsibility for support as though there had been a marriage. The county shall obtain from the mother such information concerning the putative father as she is able to provide. Desirable information includes the name of the putative father, his whereabouts, his attitudes toward the mother's situation and the child, his attitudes toward supporting the child, whether paternity has been acknowledged or legally established, whether any financial settlement or arrangement has been made, his financial circumstances and responsibilities, etc. Where it is possible, the putative father shall be interviewed and his contribution determined in accordance with Sec. C-366. Assistance shall not be denied or withheld because paternity is not established.

If the child is in the process of adoption (i.e., the period when the mother is being counseled by the case worker or is otherwise exploring plans for the adoption of the child, the child has been relinquished for adoption and the relinquishment has been filed with the SDSW, or the consent for independent adoption has been signed) no attempt to interview the putative father or secure support need be made and exception is made to the requirement for notification to the District Attorney. However, if the child is not in the process of adoption, the county shall meet the requirements for notification to the District Attorney in accordance with Secs. C-470, C-473, and C-476. (Section Continued on Next Page)

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REVISION 226

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**C. RESPONSIBILITY OF MINORS**

The father and mother are entitled to custody, services, and earnings of the unmarried unemancipated minor child. The mother is entitled to the custody, services, and earnings of an illegitimate child. The emancipation of the minor child does not relieve the child of his responsibility to maintain his parent, who is needy, to the extent of his ability. The emancipated minor child is not responsible for the support of his brothers and sisters. (See Sec. C-364, Item C, for determining net income from earnings of minors and C-364, Item E, for determination of net contribution from non-needy emancipated minor.)

The parents may relinquish to the child the right of controlling him and receiving his earnings. Such a release is called emancipation. The parent may emancipate the minor as to his entire earnings or income and yet retain full parental control of him in all other respects; the emancipation may be either expressed or implied; that is, it may be expressed in writing or orally, or by the actions of the parent and child.

If it appears that the emancipation was made for the purpose of qualifying a member of the family for aid or for a greater amount of aid than that to which they would otherwise be entitled, such emancipation shall be considered ineffectual.

There is a presumption that a child living under the parental roof is not emancipated, and, in order to establish emancipation in such instances, clear and convincing evidence sufficient to refute the presumption must be presented. Such evidence may be that emancipation was made prior to the application for aid or that the need of aid was due entirely to factors other than the emancipation.

The child not living under the parental roof shall, on the declaration of the parents, be considered to be emancipated if he is using his earnings and income for his own support. This presumption of emancipation may be refuted by clear and convincing evidence that the parent has not emancipated the child and is, in fact, appropriating any portion of the child's earnings or income.

To assist further in determining emancipation, the following should be ascertained:

1. Did the child obtain his job through his own efforts or was the job obtained by his parents?
2. Does the child collect his own pay?
3. Does the child retain his portion of his earnings and turn over only the amount agreed upon to the parent?

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## D. RESPONSIBILITY OF STEPFATHERS

1. The Requirement

Where ANC is requested for a needy child living with his mother and stepfather, the stepfather is bound to support his wife's children in accordance with his ability but support cannot be enforced beyond his legal liability. His liability shall not exceed his wife's community property interest in his income, i.e., one-half of his total gross earnings and one-half of other net community income. The measurement of his ability to support is set forth in Sec. C-364, B.

2. The Purpose

The purposes of this provision are to secure continuous and reasonable support from the stepfather without impairing the welfare of the children and without disrupting the unity of the family. To effect these purposes, the needs of the stepfather and his dependents living in the home (i.e., his wife, his children, and other dependents) are to be computed at a standard somewhat higher than the ANC standard to determine how much income is left over to be applied to the needs of his stepchildren. To achieve a higher standard and to give recognition to varied circumstances in stepfather families, ten per cent of the stepfather's gross earnings plus actual contributions to his dependents outside the home are deducted in determining his net income. This ten per cent deduction is also intended to provide incentive to the stepfather to increase his earnings.

It is recognized that policy provisions relating to stepfathers may not answer precisely every question arising out of the great variety of family situations in which there is a stepfather. The county shall resolve such questions within the framework of the purposes and policies set forth.

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-356 (Continued)

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3. Planning with the Stepfather

The stepfather should be encouraged to participate with the mother, in the county's determination of eligibility and planning with the family. He shall be interviewed whenever possible prior to the determination of the amount of the aid payment and the granting of aid. He is required to report the amount and source of all his income and his expenses.

The county shall discuss with the stepfather his plan as to what he can and will do for the children and his plans for their future support. The purpose of interviewing and planning with the stepfather is to encourage him to contribute the maximum amount possible and to ascertain whether the family can be completely self-supporting on the basis of the stepfather's willingness to contribute to the support of his stepchildren. Also, the purpose of this interview with the stepfather is to inform him of his responsibilities under the law and the bases for the amount of his required contributions.

When aid is to be granted the stepfather shall be informed of the needs allowed for the ANC children, and of the family's responsibility for keeping the county informed of changes in circumstances.

4. Relationship to Other Requirements

Where a needy child lives apart from his mother and stepfather, the stepfather is not bound to support the child.

A natural father is not relieved of any legal obligation to support his children by the liability for their support imposed upon their stepfather.

With reference to a stepmother in the home, see Sec. C-225.

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DETERMINATION OF ELIGIBILITY - INCOME

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E. RESPONSIBILITY OF ADULT BROTHERS AND SISTERS

Adult children are not responsible for their brothers and sisters.

However, adult children are responsible for the support of their needy parents, to the extent of their ability. The parent or other needy person included in the family budget unit will usually be able to provide information regarding his adult children, whether they are living in the same home or elsewhere, such as:

- 1. Whereabouts of their adult children
- 2. Their obligations, health, and dependents
- 3. Their occupation and income
- 4. The amounts and regularity of any contributions made.

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DETERMINATION OF ELIGIBILITY -- INCOME

Aid to Needy Children

## C-364 DETERMINATION OF INCOME FROM PERSONS LIVING IN THE HOUSEHOLD

C-364

## A. PARENTS

The net monthly income from the earnings of a parent living in the household shall be computed by deducting from his take-home pay (the amount he receives after all involuntary deductions) the actual expenses incurred because of the employment which includes:

1. Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment.
2. Additional clothing - the cost of purchase of clothing for employment. While the purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement. This expense is to be considered in addition to the allowance in the Cost Schedule for clothing for an employed woman.
3. Laundry and cleaning service - the cost of laundry and cleaning service, if necessary because of employment.
4. Transportation - the cost of transportation incident to employment.
5. Union dues - if paid.
6. Equipment - the cost of tools or other equipment necessary for the employment, a program of vocational rehabilitation, or a plan to assist in maintenance and self-support.
7. Other expenses incident to the employment, such as cost of care of children while the parent works.

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

If a portion of regular monthly income received by a parent is paid on court order for the support of a spouse or child not living in the household, that portion of the income affected by the court order is not available and shall be deducted in determining the net monthly income of the parent. However, the parent shall be advised to request the court to review the order in the light of the family's need for public assistance. The parent shall be free to make the decision as to whether he will or will not request the court to review the order. If, after a period of three months from the date the parent was so advised, he has not taken steps to have the order reviewed, that portion of the income being paid by court order shall be considered as available and shall no longer be deducted in determining the net monthly income of the parent. If, however, steps have been taken by the parent to have the order reviewed by the court, the portion being paid shall continue to be considered not available pending further order of the court and a redetermination of net income shall be made following the issuance of the new court order.

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DETERMINATION OF ELIGIBILITY - INCOME

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C-364 (Continued)

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**B. STEPFATHER**

To determine the stepfather's ability to contribute to the support of the children, the following steps shall be taken.

**STEP I** - The stepfather's total net income shall be determined by adding the following:

1. Take-home pay from employment (i.e., the amount of earnings received after all involuntary deductions).
2. Net income from self-employment (i.e., the average net income over a period of several months from operation of a business or farm).
3. Net separate income. (See Sec. C-352 for definition of separate income. See Sec. C-380 and C-382 for determination of net income from real or personal property.)
4. Other net community income, exclude earnings of the mother. (See Sec. C-352 for definition.)

From this total, the following shall be deducted:

1. The actual expenses incurred because of employment, as outlined for a parent in Item A of this Section.
2. Ten per cent of the gross earnings. If self-employed ten per cent of the net income from self-employment of the stepfather.
3. The amount of contributions made for the support of the stepfather's dependents living out of the home, i.e., his children, parents, and ex-wife (if there is a court order for alimony). If there is a court order for support, the amount of the deduction shall not exceed the amount of the order.

The computation of the stepfather's total net income shall be included in the record.

The mother's total net separate income, including her earnings, shall be considered income to the family budget unit unless the stepfather does not have sufficient income to meet her needs as well as his own and those of his dependents. If this is the case, the mother's income shall first be applied to meet her needs and the remainder shall be divided equally among her children, including her children by the stepfather. The portion of her income allocated to the children eligible for ANC shall be income to the family budget unit.

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

C-364 (Continued)

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STEP II - The needs of the stepfather's unit and the needs of the family budget unit shall be computed separately in accordance with the ANC standard (see Sec. C-503). The stepfather unit shall consist of:

- 1) The stepfather if not incapacitated and needy
- 2) His wife if the stepfather is not incapacitated and needy
- 3) His children living in the home
- 4) Others living in the home dependent on him

The family budget unit shall consist of (a) the ANC children and (b) the stepfather and mother if he is incapacitated in accordance with the definition in Sec. C-250 and if they are needy.

All ceilings in the ANC standard shall be applied to the combined budget item amounts for both units. If actual expenses are in excess of ceilings, special circumstances shall be explored and additional amounts included where applicable in accordance with Sec. C-503, G.

If others living in the household are only partially dependent on the stepfather, allowances shall be included only for those items which he is actually providing. (Explanation of partial support shall be recorded.)

For the stepfather unit, the amount included for Household Operation, Education and Incidentals, Recreation, and Personal Needs shall be the Cost Schedule amount based on the number of persons in that unit "with 2 adults." For the family budget unit this item shall be the Cost Schedule amount for the number in this unit "with no adults."

Needs not common to all family budget units (see Sec. C-503, G) shall be explored and included as necessary. Medical and dental needs of members of the stepfather's unit shall be prorated in accordance with the number of persons in each unit.

The exploration of needs and special circumstances shall be recorded as well as explanation of allowances not itemized on the Cost Schedule.

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DETERMINATION OF ELIGIBILITY - INCOME

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C-364 (Continued)

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STEP III - The total needs of the stepfather (as determined in Step II) shall be deducted from his net income (as determined in Step I). The remainder, if any, is his ability to contribute to the support of the ANC children and shall be considered as net income to the family budget unit within the limit of his liability for their support. (See Sec. C-356, D)

STEP IV - The total net income available to the family budget unit shall be deducted from their total need (also determined in Step II). Total net income includes the income the stepfather is able to contribute (as determined in Step III) or his legal liability (whichever is less), plus any income received on behalf of the eligible children, and the separate income of the mother. The remainder, if any, is the amount the children are eligible to receive as an ANC payment.

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

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**C. MINORS IN THE FAMILY BUDGET UNIT**

The county shall determine whether or not the minor is currently emancipated, since this affects the treatment of income.

1. **Earnings of Unemancipated Minor** - The net monthly income to the family budget unit from the unemancipated minor's earnings shall be determined by deducting from his take-home pay (the amount remaining after all obligatory deductions are made) the following:
  - a. An amount not to exceed \$15 of the take-home pay for personal incidentals, increased recreational needs, and community participation.
  - b. An amount which may be set aside by the minor from earnings for future educational plans agreed upon with the county provided such savings are within the eligibility requirements for personal property as set forth in Sec. C-325. The plans agreed upon shall be recorded in the narrative in accordance with Sec. C-200.
  - c. The actual expenses incurred because of employment, as follows:
    - (1) Additional food - the cost of lunches or other meals necessarily purchased away from home due to employment.
    - (2) Additional clothing - the cost of purchase of clothing for employment. While purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
    - (3) Laundry and cleaning service - the cost of laundry and cleaning service if necessary because of employment.

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- (4) Transportation - the cost of transportation incident to employment.
- (5) Union dues - if paid.
- (6) Equipment - the cost of tools or other equipment necessary for employment, a program of vocational rehabilitation, or a plan to assist in the maintenance and self-support.
- (7) Other expenses incident to the employment.

In determining net income for unemancipated minors 16 to 21 years of age who are not regularly attending school, amounts for items a and b shall not be deducted in such amounts that there will be less than \$2.00 net income per month.

2. Earnings of Needy Emancipated Minor - If a needy emancipated minor under 21 is included in the family budget unit (See Sec. C-503, B) his net earnings shall be considered as income. An emancipated minor is needy if his net earnings do not cover his total needs (including his prorated share of household expense). In determining the net income from the earnings of the emancipated minor, the same method is used as that outlined in Item A above for the employed parent.

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

The county shall also determine whether an ineligible minor meets the real and personal property qualification before he is included in the family budget unit. If the value of the minor's real or personal property, when added to the eligible child's and his parents' real and personal property, is in excess of the ANC statutory limitations, the ineligible minor shall not be included in the family budget unit. (See Item E for income for minors not in the family budget unit.)

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DETERMINATION OF ELIGIBILITY - INCOME

Aid to Needy Children

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**D. OTHER MEMBERS OF THE FAMILY BUDGET UNIT**

The county shall determine whether an incapacitated stepparent, or step-mother who is the wife of an incapacitated father, or other person required to act as the child's caretaker is needy and meets the real and personal property qualifications before such person is included in the family budget unit. To determine whether he is needy, income shall be determined as for a parent and considered as follows:

1. If the person's total need, in accordance with the ANC standard, is greater than his net income, the person is in need. In this situation, if the value of his real or personal property, when added to that of the child's and the child's parents' property, is not in excess of the ANC statutory limitations, he is included in the family budget unit and his net income is considered as income to the family.
2. If the person's total need, in accordance with the ANC standard, is less than his net income, the person is not in need. In this situation, he is not included in the family budget unit and only that portion of his income which represents a net contribution is included as income available to the family budget unit. (See Item E of this section for determination of income from persons who are not members of the family budget unit.)

If the value of the person's real or personal property, when added to the value of the child's and the child's parents' real and personal property, is in excess of the ANC statutory limitations, the person shall not be included in the family budget unit. In such cases, only his net contribution, if any, is considered as income available to the family budget unit. (See Item E of this section.)

**E. PERSONS NOT MEMBERS OF THE FAMILY BUDGET UNIT**

If an unemancipated minor, who does not qualify for inclusion in the family budget unit, is living in the household, his net earnings shall be determined in accordance with Item C, 1, of this section. His total needs (including his pro-rated share of household expense) shall be deducted from the net earnings. Any and all remaining earnings shall be considered as net income to the family budget unit.

If nonneedy emancipated minors, employed relatives, or other persons are living in the household, they shall pay the usual community rate for the type of board and room they receive.

If a man living in the household is assuming the role of spouse to the mother of eligible children, the county shall make every effort to obtain maximum support.

Net income to the family budget unit from a related person in the household who is not a member of the family budget unit, including the nonneedy emancipated minor and the adult child, shall be determined by deducting from the actual payment:

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1. Food, in accordance with the ANC Cost Schedule, if he eats at home.
2. His prorated share of utilities and rent (or housing expenses) and special needs common to the household.
3. A flat amount of \$1.50 for household operation.

If a non-related person or related OAS recipient paying board and room is living in the household, the net income to the family budget unit shall be determined by deducting from the actual payment:

1. The actual cost of food, if boarding. If the boarder is a recipient of OAS, ANB, or APSB, the OAS-ANB basic food value of \$28.50 per month is considered the actual cost of food.
2. The person's prorated share of rent (or housing expenses), utilities, and special needs common to the household, plus any amount by which the cost of a utility exceeds the allowance given in the Cost Schedule.
3. Laundry, cleaning, and replacement of linen expenses incident to the rental of a room.

The total amount of ANB or APSB granted (including exempt income) is intended to help meet the individual needs of the recipient and shall not be construed as income to any other person. Although such a recipient may pay room and board, his assistance grant and income shall not be pooled with the ANC family.

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DETERMINATION OF ELIGIBILITY -- INCOME

Aid to Needy Children

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However, if the spouse of an ANB or APSB recipient is included in the ANC family budget unit, one-half the income from community property and any voluntary allocation made from the recipient's non-exempt current earnings shall be considered as income to the spouse.

If a recipient of OAS is living with the ANC family and his entire grant and income is pooled with the family, the net income to the family shall be determined by deducting from the total amount pooled with the family the need items for such an individual in accordance with the OAS basic needs values for food, transportation, clothing, housing maintenance and replacement, incidentals and personal needs, special needs, if any, and the prorated share of utilities, rent (or housing expense), and special needs common to the household. However, each OAS recipient living with an ANC family shall be informed that he is not required to pool or continue to pool his OAS grant or other income with the ANC family.

The OAS basic needs are valued as follows:

|                                                 |         |
|-------------------------------------------------|---------|
| Food . . . . .                                  | \$28.50 |
| Housing . . . . .                               | 15.00   |
| Utilities . . . . .                             | 6.30    |
| Clothing . . . . .                              | 7.70    |
| Housing, maintenance, and replacement . . . . . | 4.50    |
| Transportation . . . . .                        | 4.50    |
| Incidentals . . . . .                           | 13.50   |
| (W&IC 1560)                                     |         |
| Total                                           | \$80.00 |

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Aid to Needy Children

PAYMENT OF AID

C-503

**C-503 DETERMINATION OF NEED FOR CHILDREN IN FAMILY GROUPS  
 OR WITH RELATIVES**

C-503

**A. REQUIREMENTS**

The needs of children living in their own family groups or with relatives shall be determined on a budgetary basis. "Living in their own family group" includes all children living with one or both parents. "Living with relatives" includes all children living with persons related by blood or through marriage, regardless of degree of relationship or need of the person, and regardless of the child's eligibility for federal participation. (See Secs. C-420 through C-440 through C-440 for eligibility for federal participation. See Sec. C-506 for determination of need for children living in boarding homes or institutions.)

**B. PERSONS INCLUDED IN THE FAMILY BUDGET UNIT**

The family budget unit shall include:

1. Each eligible child.
2. Each needy ineligible child under 16 years of age living in the household except that the following shall always be excluded from the family budget unit:
  - a. The child of the able-bodied stepfather living in the home, and
  - b. The child disqualified for aid because the parent or legal guardian does not wish to fulfill requirements, or refuses to cooperate with respect to requirements, for eligibility of that child.
3. Each needy ineligible child 16 to 21 years of age who is not disqualified by the exclusions in 2a and b above and who is either:
  - a. Regularly attending school (See Sec. C-262), or
  - b. Disabled (See Sec. C-264), or
  - c. Employed and contributing to the family (See Sec. C-266).

A child 16 to 21 years of age who does not meet one of the qualifications listed in a, b, or c shall always be excluded from the family budget unit regardless of his need. Any income he may have shall be disregarded until he meets the qualifications of a, b, or c.

A child 16 to 21 years of age who meets one of the qualifications listed in a, b, or c, but is disqualified by the exclusions in 2a or b, shall always be excluded from the family budget unit regardless of his need. Any income he may have shall be disregarded unless his earnings are such that he is able to contribute to the family after meeting his own needs. (See Sec. C-364-E).

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PAYMENT OF AID

Aid to Needy Children

C-503 (Continued)

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## 4. Each needy parent, including:

a. The needy incapacitated stepparent.

b. The needy stepmother who is the wife of an incapacitated father.

If the stepfather is not incapacitated both the mother and the stepfather shall be excluded from the family budget unit, regardless of need. (See Sec. C-364 B)

The parent who does not wish to fulfill requirements, or refuses to cooperate with respect to requirements, for eligibility of one or more children in the household who would otherwise be eligible for ANC, shall always be excluded from the family budget unit regardless of need. Any income such a parent may have shall be prorated to be applied equally to meet the needs of the parent, the ineligible children, and the eligible children.

## 5. Other needy person in the home required to act as caretaker of the child.

Exception: A recipient of OAS, ANB, or APSB shall always be excluded from the family budget unit.

In determining that a person other than the eligible child and parent is needy, for purposes of inclusion in the family budget unit, the value of that person's real and personal property, when added to that of the child's and parents' real and personal property, shall not exceed the ANC statutory limitations. In addition, the individual net income of the ineligible emancipated minor, stepparent, or other person in the home required to act as caretaker shall be determined and his total need computed in accordance with the ANC standard. The net income of such a person shall be less than his total need.

The unemancipated child is considered to be needy regardless of the amount of his income if the parent having control of the child's income is included in the family budget unit. A mother living with a stepfather shall be determined to be needy in accordance with Sec. C-364-B.

## C. COST SCHEDULE

The ANC Cost Schedule shows amounts determined by the SDSW to be necessary for a minimum basic standard of adequate care. The items are priced regionally to establish the money amounts needed to purchase these items in different parts of the state. The pricings are made semiannually in May and November.

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PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

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The Cost Schedule, Form Gen M45, will be issued to counties not later than July 1 and January 1. The most recently issued Cost Schedule shall be used by the county in computing budgets. If the family is living in another county, the Cost Schedule for the county in which the family is living shall be used.

Allowances for goods and services such as food, special diets, clothing, household operations, etc., are shown on a monthly basis. The allowances for food and clothing are based on age groupings. If amounts in excess of the allowances shown on the Cost Schedule are included for items such as utilities, they shall be converted to average monthly amounts in computing the budget. Any items paid by the family on other than a monthly basis, such as weekly rent, shall be converted to monthly amounts on the basis of  $4 \frac{1}{3}$  weeks per month.

**D. EFFECTIVE DATE OF NEW PRICINGS**

Revisions to the Cost Schedule due to new pricings shall be made effective in all cases not later than the first of April and the first of October.

**E. COMPUTING THE BUDGET**

In computing the family budget, the age of the child shall be the actual age as of the date aid is granted, increased, or decreased.

The allowances for essential items shall be recomputed if any of the following occur:

1. Aid is restored.
2. There is a change in the family's needs or income.
3. A redetermination of eligibility is made.
4. A new Cost Schedule is issued.

However, a recomputation need not be made solely because of a change in age.

The Budget Work Sheet, Form CA 241, or a substitute form approved by the SDSW shall be used in computing the budget for the family budget unit.

If an entire item of need of the family or one or more members of the family budget unit, such as housing for the family or clothing for one child, is contributed free or is received in return for services rendered by a member of the family budget unit, the item shall be shown as "free" in computing the budget rather than as a monetary amount. However, if only part of an item of need, such as milk in the food allowance or shoes in the clothing allowance, is received free, the amount for the entire item of need shall be shown in computing the budget and the monetary value of the part received free shall be shown as income.

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PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

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**F. NEEDS COMMON TO ALL FAMILY BUDGET UNITS**

The goods and services essential to a minimum basic standard of adequate care for all family budget units, whether the children are living with their own families or with relatives, and the rules for computing the family budget are as follows:

**1. Food**

The amount for food given in the Cost Schedule shall be included for each individual in the family budget unit (see Item G-1 for special diets and G-2 for restaurant meals).

Family budget units of only one or two persons shall be allowed an additional 10% for food, if food is prepared for a household of only one or two persons.

See Item G-3 of this section for special food allowance for a family in which the mother is working.

**2. Clothing**

The amount for clothing given in the Cost Schedule shall be included to cover current replacements in clothing for each individual in the family budget unit.

Clothing for a child's first year shall be included as needed in either:

- a. A lump sum before or after the child is born, or
- b. Prorated over a period before or after the birth, or both.

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PAYMENT OF ASSISTANCE

C-503

C-503 (Continued)

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3. **Personal Needs, Recreation, Household Operation, and Education and Incidentals**

The amount for personal needs, recreation, household operation, and education and incidentals given in the Cost Schedule shall be included in accordance with the number in the family budget unit. However, the combined amount included in the budget for this item and life insurance (see Item G-9 of this section) for the entire family budget unit shall not exceed the following amounts:

| <u>Number of Eligible<br/>Children in the<br/>Family Budget Unit</u> | <u>Ceiling<br/>Amount</u> |
|----------------------------------------------------------------------|---------------------------|
| 1                                                                    | \$ 13                     |
| 2                                                                    | 15                        |
| 3                                                                    | 18                        |
| 4                                                                    | 21                        |
| 5                                                                    | 24                        |
| 6                                                                    | 26                        |
| 7                                                                    | 28                        |
| 8                                                                    | 30                        |
| 9                                                                    | 32                        |
| 10                                                                   | 33                        |
| 11                                                                   | 34                        |
| 12 or more                                                           | 35                        |

**This item covers:**

- a. Personal needs such as haircuts, tooth brushes, hair brushes, combs, toilet soap, cosmetics, shaving supplies, sanitary supplies, etc. For infants it includes mineral oil, vaseline, boric acid, sterile cotton, nursing bottles and nipples.
- b. Recreation such as movies, scout dues, school activities, fishing tackle, toys, etc.
- c. Household operation such as cleaning and laundry supplies including brooms, mops, wash boards, soap, and bleach; mending supplies including darning cotton, needles, and thread; medicine chest supplies including band aids, hot water bottles, aspirin, and iodine; and minor replacements in minimum amounts including light globes, household linens, and bedding.
- d. Education and incidentals such as postage, stationery, magazines, or a newspaper.

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PAYMENT OF ASSISTANCE

Aid to Needy Children

C-503 (Continued)

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## 4. Housing

## a. Rent

The amount of rent paid shall be included for each family budget unit up to the ceiling given in the Cost Schedule.

If there are others in the household not included in the family budget unit, only the prorated share of the actual rent paid, in accordance with the total number of persons in the household, is allocable to the family budget unit.

The amount of actual rent paid by the family budget unit or the household and a statement as to what such rental includes shall be recorded in the narrative.

## b. Allowances for Home Owned, Encumbered, or Being Purchased

Monthly amounts shall be included for the home owned, encumbered, or being purchased and occupied by the family, as follows:

- (1) Monthly prorata of taxes paid.
- (2) Monthly prorata of assessments paid, not included in the taxes.
- (3) Monthly prorata of fire insurance paid.
- (4) Allowance for upkeep and minor repairs, as follows:

| Assessed Valuation |         | Minimum Allowance<br>per Month |
|--------------------|---------|--------------------------------|
| Under              | \$1,000 | \$2.00                         |
| \$1,000 -          | \$1,999 | 2.50                           |
| \$2,000 -          | \$3,000 | 3.00                           |

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REVISION 204

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C-503 (Continued)

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- (5) Monthly pro rata of amount to cover interest and principal payments on encumbrances.

The total amount for taxes, insurance, upkeep and repairs, interest, and principal shall be determined and shall be included for each family budget unit up to the rent ceiling given in the Cost Schedule.

If there are others in the household not included in the family budget unit, only the prorated share of the above housing expenses, in accordance with the total number of persons in the household, is allocable to the family budget unit.

5. Utilities

The amounts given in the Cost Schedule for those utilities used by the family and not included in the rent (e.g., gas for cooking, electricity for lighting, wood for heating, electricity for refrigeration) shall be included in accordance with the number in the family budget unit.

If there are others in the household not included in the family budget unit, only the prorated share of the amounts for utilities given in the Cost Schedule, in accordance with the total number of persons in the household, is allocable to the family budget unit.

The average monthly amount of the cost of ice, if needed, shall be included up to a maximum of \$6 for the household.

If a utility used by the family is not listed on the Cost Schedule, the county shall determine and include the average monthly amount necessary on an annual basis. The basis of the county's determination shall be recorded in the narrative.

G. NEEDS NOT COMMON TO ALL FAMILY BUDGET UNITS

The goods and services essential to a minimum adequate standard of living but not common to all family budget units and the rules for including these needs in the family budget are listed below. For needs that are specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. Needs, other than those listed, that arise must be met by other resources in the community or by relatives or friends.

1. Special Diets

The amount for a special diet given in the Cost Schedule for an individual in the family budget unit shall be included if a special diet is recommended by a physician or public health clinic. The recommendation for the special diet including the length of time the diet will be required shall be included in the narrative or filed in the case record.

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C-503 (Continued)

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## 2. Restaurant Meals

The amount necessary for restaurant meals in lieu of the food allowance in the Cost Schedule for a temporary period not to exceed three months shall be included up to a maximum of \$1.50 per day per person, if either of the following circumstances exists:

- a. Emergency housing occupied by the family does not have cooking facilities, until housing is found that does provide such facilities.
- b. A member of the family budget unit must be temporarily out of the home to receive medical treatment and no other arrangement for his eating is possible.

The basis for the determination of the need for restaurant meals and of the amount and period of time allowance is to be made shall be recorded in the narrative.

In cases in which there is employment, see Sec. C-364.

## 3. Commercially Prepared Foods

An amount equal to ten percent of the total food allowance for the family budget unit shall be included in order to provide for the purchase of some commercially prepared foods, if the mother who prepares the meals is regularly employed outside the home or is engaged in a vocational program.

The ten percent shall be in addition to the ten percent added in accordance with Item F.1 of this section, if food is prepared for a household of only one or two persons.

## 4. Additional Expenses for Clothing

The amount necessary for clothing, either in a lump sum or prorated over a period, shall be included up to the amount for an individual shown on Form Gen M40, if a member of the family budget unit does not have a basic outfit, or clothing is lost by fire, flood, or other disaster, and if such clothing is not obtainable through other sources in the community or from relatives or friends. The determination of the amount of clothing needed shall be recorded in the narrative.

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## 5. Additional Housing Expense

The amount of rent paid or the expenses for the home being purchased in excess of the ceiling for members of the family budget unit shall be included up to a maximum of \$25 if any of the following circumstances exist:

- a. A suitable home is not available to rent for less than the amount the family is paying.
- b. A special health or social problem in the family necessitates housing which is not obtainable within the ceiling or which prevents the family from moving to other quarters.
- c. The cost of one or more utilities is included in the rent. The excess shall be included up to the amount allowed for these utilities in the Cost Schedule, but unless a or b applies, the amount shall not exceed the rental ceiling plus the amount given for the utilities in the Cost Schedule.

If the rent paid or expenses for the home being purchased exceeds the ceiling, the determination as to whether or not any of the above circumstances exist shall be recorded in the narrative.

## 6. Additional Expenses for Utilities

The average monthly amount of the cost of a utility in excess of the allowance given in the Cost Schedule, taken over a period of a year, shall be included up to a maximum of \$10 for all utilities if any of the following circumstances exist:

- a. The family uses a utility for more than one purpose, e.g., electricity for lighting (which covers use of small household appliances, such as an electric iron) and for the operation of household equipment, such as a refrigerator, washing machine, stove, etc., which causes the expense for the given utility to be higher than the amount given in the Cost Schedule.
- b. The family has inefficient equipment or a house which requires an unusual amount of heat.
- c. Illness or the presence of aged persons or young children in the family requires an unusual amount of a particular utility.
- d. Utility rates in the part of the county where the family lives are higher than in other parts of the county.

If the cost of a utility exceeds the allowance in the Cost Schedule, the determination as to whether or not any of the above circumstances exist shall be recorded in the narrative.

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Aid to Needy Children

C-503 (Continued)

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**7. Telephone**

The estimated minimum monthly average cost of telephone service shall be included up to a maximum of \$4 if any one of the following circumstances exists:

- a. A member of the family budget unit is in ill health which necessitates either emergency or frequent calls to the doctor.
- b. The family with preschool children which lives in an isolated area and lives an unreasonable distance from the nearest available telephone.
- c. A telephone is necessary for the protection or safety of the family.

In determining the minimum cost, the county shall determine the least costly method of providing telephone service; i.e., through the use of available public telephones, neighbors' telephones, or through the continuation of telephone service in the home.

In cases in which the cost of telephone service is specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section.

**8. Transportation**

An allowance for transportation shall be included if any of the following circumstances exist:

- a. Transportation is needed to secure necessary medical and dental care or to visit a member of the family receiving such care.
- b. The family does not live within reasonable walking distance for essential and economical shopping.
- c. A member of the family budget unit is attending school or church which is not within reasonable walking distance.
- d. A member of the family budget unit has physical limitations which would preclude community contacts unless transportation is provided.
- e. A member of the family budget unit is required to keep appointments with county welfare representatives.

In cases in which the need for transportation is specifically related to a program of vocational rehabilitation for a parent or a program to assist in the maintenance and self-support for a family, see Item H of this section. For continuing transportation incident to employment, see Sec. C-364.

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C-503 (Continued)

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The allowance for transportation shall be:

- a. The estimated minimum monthly average cost of bus fare or carfare at local rates up to a maximum of \$10, if public transportation is available, or
- b. If public transportation is not available the estimated minimum monthly average cost of automobile transportation up to a maximum of \$20.

The county shall record in the narrative the determination as to whether or not transportation is necessary and the basis for the amount included in the budget.

#### 9. Life Insurance

The county shall determine and record in the narrative whether or not life insurance policies are carried on the parents or children. (See Sec. 6-340, *Determination of Personal Property*).

If life insurance policies are carried on parents or on children under the age of 18 years, the actual amount of the premiums shall be included, up to a total of \$4 a month for the family. Exception shall be made in either of the following situations:

- a. If premiums are in excess of \$4 and a downward adjustment of the premium is pending, the excess amount shall be included for a period not to exceed three months.
- b. If policies are carried on an incapacitated parent either in or out of the home, the excess amount necessary to keep the insurance in effect shall be included.

However, the combined amount included in the budget for life insurance, and personal needs, recreation, household operation, and education and incidentals for the entire family budget unit shall not exceed the ceiling amount shown in Item F-3 of this section.

#### 10. Medical and Dental Care

Medical or dental care, treatment, drugs, medicines, or appliances found to be necessary by an examination by a physician, dentist, or other licensed practitioner shall be included unless the county determines that the care needed is available through a public facility without cost. The county shall record in the narrative the determination as to whether or not medical or dental care is needed by the family and the basis for the determination of the amount included or the arrangements made for free care.

For information regarding county responsibility for medical or hospital care for a child whose residence has changed while receiving aid, see Sec. C-554.

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PAYMENT OF AID

Aid to Needy Children

C-503 (Continued)

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Prepaid medical and hospital care purchased by the family budget unit may be allowed up to a maximum of \$10 per month if essential medical care is not available through a public facility.

**11. Major Replacements, Repairs, and Purchase of Household Equipment**

The cost of replacement, repair, or purchase of essential equipment for the functioning of the household, not to exceed the minimum price for which the required item of equipment can be purchased through a mail order house or store catering to lower income groups, shall be included if not obtainable through other sources in the community or from relatives or friends and one of the following circumstances exists:

- a. The family lacks and needs essential equipment.
- b. An item of essential equipment is worn out and there is need to replace or repair it.
- c. Essential equipment is lost or damaged due to such causes as fire or other disasters and there is need to replace or repair it.
- d. Illness of a member of the family budget unit necessitates additional equipment.

Essential equipment for functioning of a household includes basic cooking and heating facilities, sleeping equipment, storage space for clothing, and other basic necessities in living. Essential equipment also includes laundry equipment if laundry is done at home; refrigeration and air cooling equipment if found necessary because of climatic conditions.

If for some unusual reason the family budget unit does not have the equipment necessary for household operations or such equipment is lost by fire, flood, or other disaster, or a new member is added to the family, and if this equipment is not obtainable through other sources in the community or from relatives or friends, the cost of equipment necessary for household operations shall be included in the budget, either in a lump sum or prorated over a period. (See Form Gen M-42 for items included in household operations.)

Families shall be advised to discuss their needs and plans for repairing, replacing, or purchasing household equipment before final arrangements are made. The county shall determine the need for an item of essential equipment in relation to the specific family's situation, whether the equipment should be repaired, replaced, or purchased, and the minimum type of equipment adequate to meet the need. Also, the county shall determine whether the total amount should be included for one month or prorated over several months, dependent upon plans the family is able to make with the merchant, the cost of the equipment, and the participating base. The determination shall be recorded in the narrative.

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If the family contracts for an item or service without prior county concurrence with the plan, only the unpaid balance of the cost, not to exceed the minimum price for which the item of equipment determined to be needed can be purchased, if it meets the above criteria, shall be included.

12. Major Housing Repairs

The cost of major repairs, remodeling, or enlarging a home, or of repairs, replacement, or purchase of permanently attached fixtures in a home owned, encumbered, or being purchased and occupied by the family budget unit may be prorated over a period not to exceed three years.

The monthly prorata so determined, when added to the regular housing expense (see Item F-5), shall not exceed \$25 over and above the rental ceiling.

This allowance over the rental ceiling shall be made if one of the following circumstances exists:

- a. The item is necessary to provide a minimum adequate standard of safety, sanitation, or protection from the weather, or
- b. The item is necessary to provide sleeping space, or
- c. The improvement is required by city or county ordinance.

Only items necessary to provide safe and healthful housing shall be included.

The need for a major housing repair shall be determined in relation to the specific family's situation and recorded in the narrative. Families shall be instructed to discuss plans for repairs, remodeling, replacement, or purchase of housing items before making final arrangements. However, if the items or service is contracted for without prior county concurrence with the plan, only the unpaid balance of the cost, if it meets the above criteria, shall be included.

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Aid to Needy Children

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## 13. Laundry Service

The average monthly cost of the least expensive laundry service necessary to meet the family's needs shall be included up to a maximum of \$10 if either of the following circumstances exists:

- a. The family is living in quarters without facilities for laundering and it is not practical to provide facilities. In determining the lack of facilities for laundering, the amount and type of clothing or linens to launder in relation to the water supply, receptacles for washing, facilities for heating the water, and facilities for drying the washing shall be considered.
- b. No member of the family budget unit is physically able to do the laundry and there is no relative or neighbor willing to perform the service for them without cost.

The basis for the determination of the need for the service and of the amount to be allowed shall be recorded in the narrative.

## 14. Housekeeping Service

The cost of housekeeping service shall be included up to the prevailing wage for such service if either of the following circumstances exists:

- a. The provision of such service is required to permit a child deprived of maternal care to remain at home.
- b. There is no member of the household or available relative who, because of age, disability, or employment, can discharge the necessary housekeeping responsibilities without cost.

The basis for the determination of the need for the service and of the amount to be allowed shall be recorded in the narrative.

If a child is living with a relative, other than a parent, who is not included in the family budget unit and the relative is unwilling to provide the care and supervision of the child without cost, an amount may be included for this service except that the total assistance payment for the child shall not exceed the prevailing rate for boarding home care in the community.

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## 15. Moving Costs

The cost of local moving expenses shall be included up to the prevailing rate if no other moving arrangement or payment of costs is possible and if one of the following circumstances exists:

- a. The family has been evicted.
- b. Moving is necessary to obtain housing within the ceiling indicated in Item F-5 or to effect an economy in rent.
- c. Moving is necessary to obtain housing that meets a minimum basic standard of adequate care.
- d. Moving is necessary to obtain medical care or for reasons of health.

The basis for the determination that moving is necessary and of the amount to be allowed shall be recorded in the narrative.

## 16. Storage of Household and Personal Goods

The cost of storage of household and personal goods shall be included up to the prevailing rate if it is necessary to protect and maintain living facilities of the family while a home is temporarily broken, providing such service is not available without cost.

The basis for the determination that storage is necessary and of the amount to be allowed shall be recorded in the narrative.

## 17. Debts

Payments on an obligation incurred by the family before applying for ANC shall be included if such payments are required to maintain an item of current necessity and the unpaid balance of the debt is within the ceiling for the particular item of necessity. If obligations incurred before applying for ANC have no relationship to the current needs, payments on such debts shall not be included in the budget.

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A practice common in some parts of the state is for the family to purchase an item of household equipment by adding it to a continuing account at the store, thus making it impossible for the family to get a clear title to the purchase until the account is paid in full. However, because of the complexity of such accounts and loans, it may be found that a number of non-essentials are involved.

It, therefore, becomes necessary for the county to determine whether it is possible to make an adjustment by returning non-essential items and thereby reduce the unpaid balance of the indebtedness and make it possible to include allowance for the essential items within the ceilings. If an adjustment cannot be made, the county shall determine whether it is more desirable to:

- a. Advise the family to discontinue such payments and stand the chance of having the family forfeit all such items if the company wishes to repossess them, or
- b. Continue such payments.

If the county determines to select the first alternative above, it should be prepared to work out a plan to:

- a. Enable the family to purchase household equipment if it cannot be obtained through other sources.
- b. Enable the family to arrange a rental which would make it unnecessary to purchase such equipment, or
- c. Use a combination of both these ideas.

The basis for the determination that payment on a debt is necessary and the amount to be allowed shall be recorded in the narrative.

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**II. NEEDS SPECIFICALLY RELATED TO A PROGRAM OF VOCATIONAL REHABILITATION FOR  
 A PARENT OR A PROGRAM TO ASSIST IN THE MAINTENANCE AND SELF-SUPPORT OF  
 A FAMILY**

The goods and services which are a necessary part of a program of rehabilitation of a parent or of a program to assist in the maintenance and self-support of a family shall be included insofar as is possible if they are not obtainable through other sources in the community and if the program is not yet producing income sufficient to cover the cost. (When the program has progressed sufficiently that the income covers these expenses, the expenses shall be deducted from the gross income in determining net income in accordance with Chapter III, Income.)

Some of the items which may be a necessary part of such programs are:

1. Transportation
2. Telephone
3. Clothing
4. Rental of space
5. Utilities
6. Day Care
7. Supplies, tools, and equipment
8. Tuition and related fees
9. Licenses and union dues
10. Automobile or truck
11. Membership in 4H, Future Farmers of America
12. Fees paid to private employment agencies for placement.

The basis for the determination that the need is related to a program of rehabilitation or maintenance and self-support and the basis for the amount included in the budget shall be recorded in the narrative.

**I. RELATION OF INCOME TO NEED**

In order to establish the amount of aid needed for the family budget unit, it is necessary to relate the total net income available to the total need. The family is in need of aid to the extent that net income is insufficient to meet the costs of the minimum basic standard of adequate care for the family budget unit as defined by the SDSW. Net income shall be computed either on Form CA 241-A, Worksheet for Computation of Net Income and Total Income Available (optional), or otherwise clearly set forth in the narrative.

(W&IC 1560)

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REVISION 259

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PAYMENT OF ASSISTANCE

Aid to Needy Children

## C-512 FINANCIAL PARTICIPATION IN ASSISTANCE PAYMENTS

C-512

(For more complete statement, see Chapter V of the Manual of Fiscal Policies and Procedures)

For each child eligible for ANC, the California law provides that there shall be paid the sum specified in the following table, or so much thereof as is necessary for the adequate care of the child living with a relative.

Table I - Maximum Participation Base for Children Living With a Parent or Other Relative

| Number of eligible children<br>in the same home | Maximum<br>Participation Base |
|-------------------------------------------------|-------------------------------|
| 1                                               | \$111                         |
| 2                                               | 162                           |
| 3                                               | 207                           |
| 4                                               | 246                           |
| 5                                               | 279                           |
| 6                                               | 306                           |
| 7                                               | 327                           |
| 8                                               | 342                           |
| 9                                               | 351                           |
| 10                                              | 357                           |
| 11                                              | 363                           |
| 12                                              | 369                           |
| 13                                              | 375                           |
| 14                                              | 381                           |
| 15 or more                                      | 387                           |

For each child eligible for ANC, the California law provides that there shall be paid the sum of \$60 or so much thereof as is necessary for the adequate care of the child living in a boarding home or institution.

For the purpose of determining financial participation in assistance payments, a boarding home is a private family home which accepts children for board and care, except that this does not apply to the boarding of a child who is related by blood or through marriage, regardless of the degree of relationship.

The state shall pay  $\frac{2}{3}$  and the county shall pay  $\frac{1}{3}$  as needed up to this amount, less the amount for federal participation, if any, for the care of a child who has county residence. For a child who does not have county residence, the state shall pay as needed up to the full amount shown in Table I, less the amount for federal participation, if any.

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Federal participation in the Maximum Participation Base (Table I) is provided for cases in which federal requirements are met, not to exceed \$19.50 for one child, \$15 for each additional child, and \$19.50 for the eligible needy relative.

Table II - Maximum Reimbursement Amounts for Children Eligible for Federal Participation Living with a Needy Relative Eligible for Federal Participation

| Number of Children | State Maximum Participation Base | Federal Base | State Share | County Share | Federal Share |
|--------------------|----------------------------------|--------------|-------------|--------------|---------------|
| 1                  | \$111                            | 60           | \$ 48       | \$ 24        | \$ 39         |
| 2                  | 162                              | 81           | 72          | 36           | 54            |
| 3                  | 207                              | 102          | 92          | 46           | 69            |
| 4                  | 246                              | 123          | 108         | 54           | 84            |
| 5                  | 279                              | 144          | 120         | 60           | 99            |
| 6                  | 306                              | 165          | 128         | 64           | 114           |
| 7                  | 327                              | 186          | 132         | 66           | 129           |
| 8                  | 342                              | 207          | 132         | 66           | 144           |
| 9                  | 351                              | 228          | 128         | 64           | 159           |
| 10                 | 357                              | 249          | 122         | 61           | 174           |
| 11                 | 363                              | 270          | 116         | 58           | 189           |
| 12                 | 369                              | 291          | 110         | 55           | 204           |
| 13                 | 375                              | 312          | 104         | 52           | 219           |
| 14                 | 381                              | 333          | 98          | 49           | 234           |
| 15 or more         | 387                              | 354          | 92          | 46           | 249*          |

\* See Sec. F-560 of the Manual of Fiscal Policies and Procedures for federal sharing for more than 15 children.

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## PAYMENT OF AID

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Table III - Maximum Reimbursement Amounts for Children Eligible for  
Federal Participation Living with a Nonneedy Relative

| Number of<br>Children | State Maximum<br>Participation<br>Base | Federal<br>Base | State<br>Share | County<br>Share | Federal<br>Share |
|-----------------------|----------------------------------------|-----------------|----------------|-----------------|------------------|
| 1                     | \$111                                  | 30              | \$ 61          | \$30.50         | \$ 19.50         |
| 2                     | 162                                    | 51              | 85             | 42.50           | 34.50            |
| 3                     | 207                                    | 72              | 105            | 52.50           | 49.50            |
| 4                     | 246                                    | 93              | 121            | 60.50           | 64.50            |
| 5                     | 279                                    | 114             | 133            | 66.50           | 79.50            |
| 6                     | 306                                    | 135             | 141            | 70.50           | 94.50            |
| 7                     | 327                                    | 156             | 145            | 72.50           | 109.50           |
| 8                     | 342                                    | 177             | 145            | 72.50           | 124.50           |
| 9                     | 351                                    | 198             | 141            | 70.50           | 139.50           |
| 10                    | 357                                    | 219             | 135            | 67.50           | 154.50           |
| 11                    | 363                                    | 240             | 129            | 64.50           | 169.50           |
| 12                    | 369                                    | 261             | 123            | 61.50           | 184.50           |
| 13                    | 375                                    | 282             | 117            | 58.50           | 199.50           |
| 14                    | 381                                    | 303             | 111            | 55.50           | 214.50           |
| 15 or more            | 387                                    | 324             | 105            | 52.50           | 229.50*          |

\* See Sec. F-560 of the Manual of Fiscal Policies and Procedures for federal sharing for more than 15 children.

Table IV - Maximum Reimbursement Amounts for Children Ineligible for Federal  
Participation Living with Relatives

| Number of<br>Children | Maximum<br>Participation<br>Base | State<br>Share | County<br>Share |
|-----------------------|----------------------------------|----------------|-----------------|
| 1                     | \$111                            | \$ 74          | \$ 37           |
| 2                     | 162                              | 108            | 54              |
| 3                     | 207                              | 138            | 69              |
| 4                     | 246                              | 164            | 82              |
| 5                     | 279                              | 186            | 93              |
| 6                     | 306                              | 204            | 102             |
| 7                     | 327                              | 218            | 109             |
| 8                     | 342                              | 228            | 114             |
| 9                     | 351                              | 234            | 117             |
| 10                    | 357                              | 238            | 119             |
| 11                    | 363                              | 242            | 121             |
| 12                    | 369                              | 246            | 123             |
| 13                    | 375                              | 250            | 125             |
| 14                    | 381                              | 254            | 127             |
| 15 or more            | 387                              | 258            | 129             |

(Section Continued on Next Page)

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REVISION 333

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CONTINUATION SHEET

FILING ADMINISTRATIVE REGULATION

WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

Aid to Needy Children.

PAYMENT OF AID

C-512

C-512 (Continued)

C-512

Table V - Maximum Reimbursement Amounts for Children Living in Boarding Homes or Private Institutions

|            | Maximum<br>Participation<br>Base | State<br>Share | County<br>Share |
|------------|----------------------------------|----------------|-----------------|
| Each Child | \$60                             | \$40           | \$20            |

Aid needed in excess of the amounts provided by federal, state, and county funds may be provided by the county from its own funds. If the amount of the aid needed for the family budget unit exceeds the maximum for state and federal participation, and the family budget unit includes needy parents, stepparent, other caretaker, or ineligible minors, who are eligible for county aid, the county shall provide county aid to the individuals in accord with General Relief standards or the ANC standard.

(W&IC 1511, 1512, 1553, 1560; FSSA)

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C-513

PAYMENT OF AID

Aid to Needy Children

**C-513 FEDERAL PARTICIPATION IN AID PAYMENTS**

C-513

The Federal Government participates in most, but not all ANC payments.

There is no federal participation in any payment made:

1. For a child over 16 years of age who is not attending school regularly. (See Secs. C-435 and C-438)
2. For a caretaker who does not come within the definition of a needy relative. (See Sec. C-439)
3. For a child who is not living in the home of a relative who has the required degree of relationship to the child. (See Secs. C-423 and C-426)
4. To a payee who does not have the required degree of relationship to the child. (See Secs. C-429 and C-432)
5. Which, in a mismanagement case, includes an amount for fewer than two budget items, is controlled, or is in kind. (See Sec. C-516)

The following are additional circumstances which govern federal participation:

**A. INITIAL PAYMENTS ON NEW APPLICATIONS, REAPPLICATIONS AND RESTORATIONS**

The first payments made on new applications, reapplications and restorations are initial payments.

"Initial payments" also include the first payment for a child transferred from a boarding home to a family budget unit, for the addition of a child to a family budget unit already on ANC, or for the addition of an eligible relative, whether the actual payment is or is not increased. Federal participation is not available prior to the month in which authorizing action is taken to transfer or add a child or eligible relative.

If the investigation of eligibility has extended beyond the period specified in W&IC Sec. 1550, the initial payment may represent payment for more than one month. There is no federal participation in retroactive initial payments except as provided in Item B.

There is federal participation beginning with the payment for the month in which the aid is granted if the warrant for the month is delivered in the same month, or not later in the following month than the time when such payment would normally be issued under the county's customary fiscal procedure.

(Section Continued on Next Page)

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Aid to Needy Children

PAYMENT OF AID

C-513

C-513 (Continued)

C-513

**B. RETROACTIVE AID**

Retroactive aid means aid paid in a subsequent month for some preceding month or months.

**1. Appeals**

Federal participation is available beginning with the payment for the second month prior to the month in which the appeal was signed, excluding any month within this period which was prior to the month in which aid was improperly denied or withheld. The foregoing applies to payments made to carry out an appeal decision by the SSWB, or to adjust an appeal which has been filed but not yet heard or submitted to the SSWB for decision.

**2. Erroneous Denial of an Application or Erroneous Discontinuance of Aid**

There is federal participation in certain retroactive payments made by a county to correct its previous erroneous action. Such participation begins with the second month prior to the month in which the correcting action is taken, provided federal participation would have been available had the previous action been correct (i.e., there is no federal participation in payment for any month prior to that in which aid was improperly denied. Had the correct action been taken in the first place, the payment for such previous month would have been a retroactive initial payment in which no federal participation would have been available).

**3. Aid Increased**

Aid which was paid in accord with the authorized award is sometimes found to be less than the amount to which the child was entitled. The additional amount due is paid. There is federal participation in the retroactive payment provided it is authorized before the end of the second month after the month for which paid.

**4. Earlier Beginning Date of Aid on an Application or Restoration**

The beginning date of aid originally established may not have been in accord with statutory requirements. Subsequent action is taken to authorize aid from an earlier date. There is federal participation in the retroactive payment made to correct the previous erroneous authorization provided:

- (a) the correcting authorization is made before the end of the second month following the month in which the erroneous authorization was made

and

- (b) the retroactive aid authorized is not for a month prior to the month in which the original authorization was made.

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C-513

PAYMENT OF AID

Aid to Needy Children

C-513 (Continued)

C-513

**C. CORRECTION OF PAYMENTS NOT MADE IN ACCORD WITH AUTHORIZED AWARD****1. Payment Made for Less than the Authorized Award**

The payment for a particular month was erroneously made for less than the authorized award, or no payment was made although there was an authorized award in effect. Payments disbursed before the end of the second succeeding month will be subject to federal participation. No change in the authorization shall be made to correct the underpayment.

**2. Payment Made for More than the Authorized Award**

If payment for a particular month was more than the authorized award, there is federal participation in the excess payment only if the overpayment is deducted from the payment for either of the two months following the month for which overpayment was made. No change in the authorized award shall be made to correct the overpayment.

**D. DELAYED PAYMENTS**

Under each of the following circumstances, if payment was properly authorized, federal participation is available provided the payment is released within the two months succeeding the month for which the payment was authorized.

**1. Returned Warrants Due to Change of Address**

Warrants returned to the auditor's office because of change of address shall be transmitted to the new address promptly but not later than the above specified time limit.

**2. Payment of Suspended Aid**

Warrants are released following suspension of payment while investigation is made. (See Sec. C-536, Suspension of Payment)

**3. Change in Payee**

Aid is continuous and delay occurs because of change in payee.

**4. Transfer of Aid**

The second county, in a transfer case, fails to begin aid on the due date and pays retroactive aid from that date.

(W&IC 1553, 1560)

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(Pursuant to Government Code Section 11380.1)

C-530 INCREASE IN THE AID PAYMENT

C-530

## A. REQUIREMENTS

Aid shall be increased if the payment is less than the amount by which need exceeds income, within the participating maxima, except that if the redetermined amount of the aid payment (i.e., the budgetary deficiency rounded to the nearer dollar) is less than \$2 in excess of the currently authorized aid payment, an increase shall not be made.

## B. RETROACTIVE INCREASE

Aid shall be increased retroactively (in a subsequent month for some preceding month or months) due to a change in need or income, if: (1) the redetermined amount of the aid payment is \$2 or more a month in excess of the amount previously authorized for that month or months and (2) the additional payment can be authorized before the expiration of five months following the month in which the underpayment occurred.

No underpayment occurs in any month for which the redetermined amount of the aid payment is less than \$2 in excess of the amount previously authorized for that month and a retroactive increase shall not be made.

(Section Continued on Next Page)

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C-530

PAYMENT OF AID

Aid to Needy Children

C-530 (Continued)

C-530

The following principles shall govern the determination of the amount of retroactive increase of \$2 or more a month and the date from which such increase shall be made:

1. The obligation rests upon the person responsible for the care and supervision of the child to report changes in need and income.
2. Retroactive increase to adjust for underpayment caused by increased need or reduced income shall be made beginning with the first of the month in which the change in need or income is reported to the county, or the first of the month in which increased need or reduced income exists, whichever is later.
3. No retroactive increase shall be made to adjust for underpayment in months prior to the month in which the change in need or income is reported to the county, except if special circumstances prevented the family from notifying the county in the same month in which the change occurred. In such a case, retroactive increase shall be paid from the first of the month in which the underpayment occurred, provided the county is notified of the changed circumstances not later than the month following that in which the change occurred. The reason for the retroactive increase for a month prior to the month in which changed circumstances were reported shall be recorded in the narrative. The following are among the special circumstances to be given consideration:
  - (a) Illness
  - (b) The need arose too late in the month to afford reasonable time in which to report the change within that month
  - (c) The fact that income would not be received or would be received in a lesser amount than previously reported could not have been known until the last day of the month
  - (d) Infrequent mail service from isolated areas, etc.
4. Need for a particular month shall not be increased by carrying forward any unmet needs from a prior month.

Also, the aid payment shall be increased retroactively if ordered by the SSWB upon appeal or if the SDSW concurs in the county's recommendation that the appeal be adjusted by payment of retroactive increase without hearing by the SSWB.

For procedures for correcting a payment made for a lesser amount than the amount authorized, see Sec. C-545, Corrective Payments.

(W&IC 1560)

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(Pursuant to Government Code Section 11380.1)

C-545 CORRECTIVE PAYMENTS

C-545

Errors in the payment of aid shall be corrected by the county if possible.  
(See Sec. C-513 for federal participation in corrective payments)

If it is found that initial payments should have begun at an earlier date than that established when aid was granted, the county shall take action to correct the erroneous beginning date of aid. (See Sec. C-518, Beginning Date of Aid)

If an authorization for payment is in effect but through error no payment is made, payment shall be made, providing it is possible to do so within a three-month period including the month in which no payment was made. No further authorization by the county is necessary for such a payment.

If a payment is made for less than the amount authorized, the additional amount of payment shall be made, providing it is possible to do so within a three-month period including the month in which the erroneous payment was made. No further authorization by the county is necessary for such a payment.

If a warrant is returned to the county auditor's office because of a change in the address of the payee, the warrant shall be transmitted to the payee's new address as soon as possible in the current month or within the two subsequent months following that for which the warrant was issued. If aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the same month or within the two subsequent months following that for which payment is made.

If it is determined that an action resulted in the erroneous denial of an application or request for restoration, or an erroneous discontinuance of aid, the county shall correct such action by granting retroactive aid provided the erroneous action comes to the county's attention within 90 days after the date of the notification to the applicant or payee. Such retroactive aid shall be authorized before the expiration of the fifth month following that in which the erroneous action occurred. The retroactive aid shall be paid in the amount to which the person was eligible and shall be paid from the date it would have been paid had the correct action been taken.

(W&amp;IC 1560)

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C-554

PAYMENT OF ASSISTANCE

Aid to Needy Children

## C-554 PAYMENT OF AID IN INTER-COUNTY TRANSFERS

C-554

No interruption in the receipt of aid shall be occasioned by a change of residence or transfer of county responsibility within the state.

If the residence of a child receiving regular aid is changed to another county, aid shall be paid on a regular basis by the county granting aid until the required one year of residence in the new county is completed, unless aid is discontinued because of ineligibility prior to the date one year of residence is acquired. There shall be neither lag nor overlapping between the date of discontinuance by the first county granting aid and the beginning date of aid in the new county of residence. Aid shall be paid by the new county of residence as of the first day of the month following the completion of one year of residence in that county, unless the date of completion of one year of residence falls on the first day of the month, in which event aid shall begin as of that date, irrespective of the date of application or date of action by the board of supervisors.

If the application for aid is filed in the county in which the child is living but not in the county of residence, aid shall be paid by the county of application on a non-county basis until transfer under WIC 1512(c) is completed, or until the end of the month in which the 180 day period is completed, unless aid is discontinued because of ineligibility prior to that date. There shall be neither lag nor overlapping between the date of discontinuance by the county of application and the beginning date of aid in the county of residence. Aid shall begin in the county of residence on the date agreed upon with the county of application but not later than the first of the month following the month in which the 180 day period is completed unless the date of completion of the 180 day period falls on the first day of the month, in which event aid shall begin not later than that date. Aid shall be paid by the county of residence on a regular basis if the child has acquired one year of residence in that county, or, if the child has not acquired one year of residence, on a non-county basis until such time as one year of continuous residence has been acquired.

If the child receiving non-county aid in the county in which the application is filed but not in the county of residence has acquired one year of residence in the county of residence, the county share of the payment made by the county of application will be charged by the SDSW to the county of residence in accordance with the dates specified on Form CA 215A. If the child has not acquired one year of residence in the county of residence no charge will be made against the county of residence.

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Add to Needy Children

PAYMENT OF ASSISTANCE

C-554

C-554 (Continued)

C-554

If the residence of a child receiving non-county assistance is changed to another county, non-county assistance may be continued by the first county until continuous residence of one year has been completed in a single county. Assistance shall be discontinued by the county granting assistance on a date agreed upon by the new county of residence, and the new county of residence shall assume responsibility for assistance on a non-county basis as soon as administratively possible, but not later than the date upon which the required one year of residence is completed in the new county. Regular assistance shall be paid by the new county of residence as of the first of the month following completion of one year of residence in that county (unless the date of completion of one year of residence falls on the first day of the month).

If the residence of a child whose application was filed in the county in which he was living but not in the county of residence is changed to another county after assistance is granted but before transfer under W&IC 1512(c) is completed, and the first county of residence is responsible for financial participation in the ANC payment, assistance shall be paid by the first county on a regular basis after transfer under W&IC 1512(c) is completed until the end of the month following completion of one year from the date residence was established outside that county. The county share of the payment made by the county of application prior to completion of the transfer under W&IC 1512(c) will be charged by the SDSW to the county of residence. If the first county is not responsible for financial participation in the ANC payment at the time residence is changed, assistance shall be paid by the second county of residence on a non-county basis after transfer under W&IC 1512(c) is completed until the first of the month following completion of one year of residence in that county, at which time regular assistance shall be paid.

If the person whose residence governs the residence of a child receiving non-county assistance moves from his county of residence to another county with intent to reside and then returns to the first county with intent to reside, after an absence of less than one year, but before the first county has discontinued assistance, payment of non-county assistance shall be continued by that county until such time as one year of continuous residence has been acquired in that county.

If the person whose residence governs the residence of a child receiving non-county assistance moves to another county with intent to reside and assistance has been discontinued by the first county because of ineligibility, non-county assistance shall be restored by the first county if the person returns to that county with intent to remain after an absence of less than one year and before assistance is granted in the second county. Non-county assistance in the first county shall be paid until one year of continuous residence has been acquired in that county.

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C-554

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-554 (Continued)

C-554

If the residence of a child receiving regular assistance is changed from a second to a third county before one year of residence is completed in the second county, the first county continues to be responsible for the payment of regular assistance until the end of the month following completion of one year from the date residence was established outside the first county (unless the change of residence took place on the first day of the month). The third county shall, if possible, grant non-county assistance effective the first of the month following one year of absence from the first county. However, if it is administratively impossible for the third county to grant non-county assistance effective on that date, the first county shall continue assistance, but on a non-county basis, until a date agreed upon with the third county. In no event shall the first county continue non-county assistance beyond the first of the month following the date on which one year of residence has been acquired in another county.

If the residence of a child receiving non-county assistance is changed from a second to a third county before one year of residence is completed in the second county and before the second county has granted assistance, the first county shall continue payment of non-county assistance until it is administratively possible for the third county to grant assistance. In no event shall the first county continue non-county assistance beyond the first of the month following the date on which one year of residence has been acquired in another county.

If the residence of a child is changed from a second to a third county subsequent to the date one year of residence is completed in the second county, the second county shall be responsible for payment of regular assistance until the end of the month following one year of absence therefrom, except that if the change of residence took place on the first day of the month, responsibility of the second county ceases one year from that date.

If payment of assistance for the entire family group (either regular or non-county) is discontinued by the first county because of ineligibility subsequent to the change of residence to the second county, responsibility of the first county ceases. If eligibility is later established, non-county assistance is payable by the second county until the end of the month in which one year of residence in the second county is completed (unless the change of residence took place on the first day of the month). However, if payment of assistance by the first county was discontinued erroneously, the first county shall be responsible for restoration and for continued payment of assistance in the same manner as though payment of assistance had not been interrupted.

(Section Continued on Next Page)



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Aid to Needy Children

PAYMENT OF AID

C-554

C-554 (Continued)

C-554

If regular or noncounty aid is being paid by the first county and aid for one child in the family group is discontinued because of ineligibility and later restored during the period while the required residence in the second county is being acquired, restoration for such child shall be made and noncounty aid paid by the first county. If the second county has assumed responsibility for the payment of noncounty aid to the remainder of the family group, noncounty aid shall be granted upon application for such a child, by the second county, if he is eligible. A separate payment shall not be made for the noncounty child if he returns to the same home and has the same payee as the other children after restoration of aid.

If aid is granted by a county before noncounty status or county residence is determined, and the child is later determined to have noncounty status, an adjustment will be made by the SDSW, upon receipt of Statement of Noncounty Residence, Form CA 234, to allow noncounty reimbursement for the prior months. If the child's residence is later determined to be in another county, an adjustment will be made by the SDSW, upon request and after the responsibility for the case has been transferred to the county of residence, to allow for noncounty reimbursement for the prior months to the county granting aid. The county share of these aid payments will be deducted by the SDSW from a claim of the county of residence. In such cases, arrangements for transfer of the case to the county of residence shall be completed as soon as possible.

(W&amp;IC 1527, 1560)

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C-557 RECOMMENDATION TO BOARD OF SUPERVISORS

C-557

(REPEALED)

C-563 REPORTING ACTION ON ASSISTANCE PAYMENTS TO SDSW

C-563

(REPEALED)

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C-560

PAYMENT OF AID

Aid to Needy Children

**C-560 ACTION ON AID PAYMENTS**

C-560

In granting the application or request for restoration, the amount and beginning date of the initial aid payment shall be specified. (See Sec. C-155, Action on Applications and Requests for Restoration)

County action shall also be taken on any change in the aid payment, including increase, decrease, suspension, change of payee, discontinuance, or change in participation.

If a change in the aid payment is granted on an appeal to the SDSW, action shall be taken in accordance with the decision of the SSWB.

If aid is discontinued erroneously, the discontinuance shall be corrected providing such action is taken in accordance with the provisions of Sec. C-545.

A Notice of Change, Form CA 232, shall be sent to the county auditor.

(W&IC 1550, 1560)

**C-566 REPORTING COUNTY ACTION TO THE PAYEE**

C-566

If aid is increased, decreased, or discontinued, the county shall send to the payee written notification of the action immediately. The notification shall show the amount of the payment and the reason for change in the payment, or the reason for discontinuance. The payee shall also be notified of his right of appeal to the SDSW and the case record shall show that such notification was sent. (See Sec. C-160 for Requirements for Reporting Action on Applications and Requests for Restoration)

Notification of Action, Form CA 239, includes the minimum requirements for notification to the payee and shall be used by the county unless a substitute form which incorporates the information appearing on Form CA 239 is used. (See Sec. C-160, Reporting County Action to Applicant)

It is not necessary to send Form CA 239 to institutions or boarding homes in every case since such care may be given on a contractual basis. However, inasmuch as any person caring for, or responsible for the care of, a child may file an appeal with the SDSW, the county should make known to the probation officer or other person who signed the application and to the institution or boarding home caring for children the fact that an appeal may be filed.

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Aid to Needy Children

PAYMENT OF ASSISTANCE

C-566

C-566 (Continued)

C-566

If delivery of a warrant for any month is withheld, for reason other than death, beyond the usual delivery date for assistance payments, the payee shall receive immediate notification of the reason for which the warrant was withheld. The notification shall be mailed to the last known address of a payee and the case record shall show that such notification was sent. Notification of Suspended (Withheld) Aid Payments, Form CA 239A, includes the minimum requirements for notification that a warrant has been suspended or withheld. It shall be used by the county unless a substitute form which incorporates the information appearing on Form CA 239A is used. (W&IC 1560; PSS-Admin.)

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C-566

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-566 (Continued)

FORM CA 239-A

C-566

State of California

Department of Social Welfare

**NOTIFICATION OF SUSPENDED (WITHHELD) AID PAYMENTS  
 AID TO NEEDY CHILDREN**

COUNTY \_\_\_\_\_

To: \_\_\_\_\_

Date \_\_\_\_\_

County Number \_\_\_\_\_

State Number \_\_\_\_\_

District \_\_\_\_\_

Re: \_\_\_\_\_

Name children \_\_\_\_\_

The Aid to Needy Children warrant for the month of \_\_\_\_\_ has been suspended (withheld) pending completion of investigation of the children's eligibility to receive it. This action was necessary because:

Every effort is being made to complete the investigation promptly, and if the children are found eligible to receive the warrant it will be sent to you. Otherwise the aid can not be paid.

If you do not understand this notice, or are dissatisfied with the action taken, contact the County Welfare Department located at \_\_\_\_\_ for discussion of any questions involved.

COUNTY WELFARE DEPARTMENT

By \_\_\_\_\_

\*\*\*\*\*

If you have any questions or you desire further information regarding your application or the amount of aid paid to you:

You may get in touch with your social worker who will be glad to discuss your problem with you. All facts and any further information you wish to present will be given careful consideration. If an adjustment is in order, it will be made.

You may inform the nearest office of the State Department of Social Welfare of your complaint by calling in person, or writing to that office. The department will then notify the county welfare department. Upon receipt of this notification, the county welfare department will review the facts in your case. If they determine that you are entitled to an adjustment, it may be possible to settle your complaint without further action on your part.

You may appeal for a hearing and a decision by the Social Welfare Board. Your appeal must be in writing. A letter is sufficient but you must state that you want a hearing and tell why you are dissatisfied. If you wish to appeal send your letter requesting a hearing to the nearest office of the State Department of Social Welfare. Appeals must be filed within 90 days of the action with which you are dissatisfied.

Offices of the State Department of Social Welfare are located at:

Mirror Building, 145 South Spring Street, Los Angeles 12, California

1530 Capitol Avenue, Sacramento 14, California

Pacific Building, 821 Market Street, San Francisco 3, California

Form CA 239-A--September 1953

CALIFORNIA-SDSW-MANUAL-ANC

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Aid to Needy Children

PAYMENT OF AID

C-569

## C-569 INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE

C-569

## A. GENERAL INSTRUCTIONS, NOTICE OF CHANGE

The Notice of Change, Form CA 232, except as it provides for identifying information, is divided into sections, which are designated as Sections I, II, III, IV, V, and VI.

Whenever the action taken on an ANC Permanent Sample Case (state number ends in "05," "25," or "45") is discontinuance of the entire family group, or transfer to the Boarding Homes and Institutions program, one copy of Form CA 232 shall be sent to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, California.

Section I is to report information regarding:

1. Type of change. This includes decrease, increase, restoration, change of payee, or discontinuance, but excludes change of school status of a child 16 to 18 who is otherwise eligible for federal participation. (See Section IV)
2. Reason for change. See instructions for reporting reason for change below.

The reason for discontinuance of aid is not reported here but shall be shown in Section II.

Section II is used to report information on discontinuances.

Section III is no longer applicable and need not be completed.

Section IV is used to report a change of school status of a child 16 to 18 who is otherwise eligible for federal participation.

Section V is no longer applicable and need not be completed.

Section VI is used to report action of the board of supervisors.

## B. IDENTIFYING INFORMATION AND SECTION I OF NOTICE OF CHANGE

Under identifying information at the top of the Notice of Change, Form CA 232, record the name of the county, the state and county case numbers, the date the form is prepared, and the family name.

Payee from Date of Change: Record the name of the person to whom warrants will be drawn for the care of the child on and after the effective date of this change. If there is more than one payee for children receiving ANC under the same state case number, record the name of each payee followed by the number in Column 1 which corresponds to the child's name.

(Section Continued on Next Page)



**CONTINUATION SHEET**  
**FOR FILING ADMINISTRATIVE REGULATIONS**  
**WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

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PAYMENT OF AID

Aid to Needy Children

C-569 (Continued)

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**Section I**

Complete Section I for increase, decrease, restoration, change of payee, or discontinuance. (Reason for discontinuance is reported in Section II.)

- Column 1. Record the first name of each child receiving ANC under the state case number shown under identifying information.
- Column 2. Record the effective date of the increase, decrease, restoration, change of payee, or discontinuance. If retroactive aid is paid, the month for which the retroactive payment was made shall be entered in this column.
- Column 3. Record the nature of the change; i.e., increase, decrease, restoration, change of payee, or discontinuance opposite the name of each child affected by the change. If not all children are affected by the change, enter "No Change" opposite the name of each child for whom no change is being made.
- Column 4. a. In cases in which the aid payment is determined by the budget method, record the total amount of the aid payment to the family group.
- b. In cases in which the aid payment is determined on an individual child basis (for children receiving foster care, that is, living with relatives, in family boarding homes, or in institutions), record the total aid payment for each child opposite the name of the child.
- c. If the change is effective subsequent to the first day of the month, record the monthly rate of payment rather than the prorated amount actually paid for that month.
- d. If retroactive aid is paid, record the monthly aid payment effective from the date shown in Column 2.
- Column 5. This column shall be completed for each child listed in Column 1.
- Check "Yes" if:
1. The child is under 16 and is living with an eligible payee.
  2. The child is 16 or over and is living with an eligible payee and is enrolled in school. (See Secs. C-429, Definition of Eligible Payee for Federal Participation, and C-435, Definition of School Attendance for Federal Participation)

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

Effective May 1, 1950

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CONTINUATION SHEET  
**FOR FILING ADMINISTRATIVE REGULATIONS  
 WITH THE SECRETARY OF STATE**  
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF ASSISTANCE

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C-569 (Continued)

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Check "No" if:

1. The child is living with a payee who is a non-relative.
2. The child is living with a payee of a degree of relationship other than those listed in Sec. C-423.
3. The child is living in a boarding home or institution.
4. The child is 16 or over and not enrolled in school.

One Form CA 232 may be used to report more than one action of the board of supervisors on the same case provided all actions of the board of supervisors take place on the same day.

Example 1: On March 28, the board of supervisors acts to discontinue ANC effective February 28 for a child who died February 11, and to discontinue ANC effective March 31 for another child who became 18 on March 24. On the same date, the board of supervisors acts to decrease ANC effective April 1 for two remaining children.

If one Form CA 232 is used to report more than one action, Columns 1 through 5 shall be completed separately for each action.

Example 2:

| Col. 1 | Col. 2  | Col. 3    | Col. 4                 | Col. 5     |
|--------|---------|-----------|------------------------|------------|
| John   | 2-28-47 | Disc.     | (Enter assistance      | <u>Yes</u> |
| Gale   |         | No change | payment after dis-     | X          |
| Joe    |         | " "       | continuation for John) | X          |
| Ann    |         | " "       |                        | X          |
| Gale   | 3-31-47 | Disc.     | (Enter assistance      |            |
| Joe    |         | No change | payment after dis-     | X          |
| Ann    |         | " "       | continuation for Gale) | X          |
| Joe    | 4-1-47  | Decrease  | (Enter assistance      | X          |
| Ann    |         | "         | payment effective      | X          |
|        |         |           | April 1)               |            |

Reason for change. This section is used to report the reason for the change, except discontinuance which is reported under Section II.

**Increase:** Record the reason for the increased assistance payment.

**Decrease:** Record the reason for the decreased assistance payment.  
 If the decrease is due to income or increased income,  
 record the source of such income.

(Section Continued on Next Page)



**CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
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PAYMENT OF ASSISTANCE

Aid to Needy Children

C-569 (Continued)

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**Restoration:** In reporting restoration, give the reason the child became eligible subsequent to the discontinuance.

**Change of payee:** Record the date of the change of placement.

**Suspension of Assistance:** If assistance continues under the suspension procedure but payments for one or more months are canceled (See Sec. C-536, Suspension of Payment), record the month or months for which the suspended payments were canceled and the reason for such cancelation. It is not necessary to fill in any information under Columns 1, 2, 3, 4, or 5 under Sec. I of Form CA 232. In this instance, if warrants are canceled under the suspension procedure, it is not necessary for the board of supervisors to discontinue assistance and subsequently restore assistance since the authorization has been continuously in effect and, therefore, assistance is not discontinued by a canceled payment.

**C. DISCONTINUANCE OF AID, SECTION II OF NOTICE OF CHANGE**

If assistance is discontinued for more than one child and the dates required under Items A, B, and C of Section II differ for the children, complete Items A, B, and C for one child and indicate to which child the dates apply. For the other child or children, record under remarks, the dates required under Items A, B, and C, properly identified, and indicate to which child the dates apply.

**Item A. Date Ineligibility Occurred.** Record here the date on which ineligibility occurred; i.e., the date on which eligibility ceased for any one of the reasons enumerated below. If ineligibility is due to earnings, the date of ineligibility is not necessarily the date employment began, but rather the date the earnings actually received plus other income fully meet the family's needs.

**Item B. Date of Discovery.** Record the date on which the facts causing discontinuance came to the attention of the county.

**Item C. Date Ineligibility Verified.** Record the date on which ineligibility was determined by the county.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE



**CONTINUATION SHEET**  
**FOR FILING ADMINISTRATIVE REGULATIONS**  
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Aid to Needy Children

PAYMENT OF AID

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C-569 (Continued)

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Item D. Classification. Check the symbol designating the reason for deprivation of parental support or care under which aid was being granted at the time of discontinuance. If aid is discontinued for more than one child granted aid under different reasons for deprivation, complete Item D for one child and indicate to which child it applies. Record the reason for deprivation of parental support or care for the other children under "Remarks" and indicate to which child each reason applies.

Item E. Reason for Discontinuance of Aid. Enter under "Remarks" in Section II the code number (see below) for the reason aid was discontinued. If several reasons apply, enter the code for the one which occurred most recently. If several reasons for discontinuance occur simultaneously, or if reasons differ among two or more children, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW.)

The reasons for discontinuance listed on Form CA 232 are to be disregarded.

Coded reasons for discontinuance must be entered on all discontinuance authorization documents, whether discontinuance is partial or total.

Code entries under "Remarks" are also required when transfers are effected from Family Group living arrangement to Boarding Home or Institution living arrangement, and vice versa.

Code these as follows:

Code 79. Transfer from Boarding Home or Institution living arrangement to Family Group living arrangement.

Code 89. Transfer from Family Group living arrangement to Boarding Home or Institution living arrangement.

Code reasons for discontinuance as follows:

Code 99. Transfer to Another County. The family or child has moved to another county and aid is being furnished by the other county.

Income Reasons

Code 01. Support from stepfather.

Code 02. Contributions from absent father.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE



**CONTINUATION SHEET**  
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PAYMENT OF AID

Aid to Needy Children

C-569 (Continued)

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Code 03. Earnings of father living in home: Include earnings from self-employment. Do not use this code if ineligibility is due to the return of an absent father or the fact that an incapacitated father is technically no longer incapacitated. For such discontinuances (whether or not the father is supporting the children) use codes "21" and "22," respectively.

Earnings of mother: Include earnings from self-employment.

Code 04. County assisted in job placement: County made placement referral to an agency or employer or provided employment counselling. Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "05."

Code 05. Found own employment.

Code 06. Earnings of dependent children: Include earnings from self-employment.

Code 07. Contributions from other persons: Support from persons other than those listed above.

Code 08. Old Age and Survivor's Insurance.

Code 09. Military service benefits: One or more members of the family is receiving benefits arising from past or present service in the armed forces, e.g., allowances, military insurance, pensions, etc.

Code 10. Unemployment or disability insurance benefits.

Code 11. Other income: Income from sources other than those listed above. Report discontinuance for "recurring lump sum income" under this code.

Other Reasons

Code 20. Excess real or personal property: Real or personal property has been acquired in an amount sufficient to make the family or child ineligible. Use Code "50" to report discontinuance because of increased assessment of real property without increase in holdings.

Code 21. Father no longer incapacitated: The father is technically no longer incapacitated for regular full-time employment. Use this code whether or not he is supporting the children.

Code 22. Absent father returned: The absent father has returned to the home. Use this code whether or not he is supporting the children.

Code 23. Child reached 18th birthday.

(Section Continued on Next Page)

DO NOT WRITE IN THIS SPACE



**CONTINUATION SHEET**  
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Aid to Needy Children

PAYMENT OF AID

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C-569 (Continued)

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- Code 24. Child aged 16 or over, ineligible under Sec. 1500, W&IC.: The 16 year old child is not regularly attending school; is not disabled; and is not employed and contributing to the family's support.
- Code 25. Child an inmate of a public institution: E.g., county hospital, state hospital, ~~detention~~ home, etc.
- Code 26. Loss of state residence.
- Code 27. Whereabouts unknown: All efforts to locate have failed.
- Code 28. Refusal to cooperate with law enforcement officers.
- Code 29. Refusal of reasonable employment or vocational rehabilitation.
- Code 30. Refusal to provide essential information: Other than information necessary in cooperation with law enforcement officers.
- Code 40 - 42. Change in state law or policy: These codes are to be used for reporting specific changes in state law or policy. Do not use unless special instructions for reporting have been issued by the SDSW.
- Code 50. Other reasons: Reasons other than those listed above. Every effort should be made to assign a specific reason. Use this code only when no other reason is applicable.

**D. CHANGE OF SCHOOL STATUS, SECTION IV OF NOTICE OF CHANGE**

A change of school status for children between 16 and 18 who are otherwise eligible for federal participation shall be recorded in Section IV of the Notice of Change, Form CA 232, as follows:

Record the name of the child, the date of enrollment or date of termination, and the date of determination. This section shall be signed by the county public assistance worker reporting the change of school status.

If change of school status is the only change to be reported on the Notice of Change, the identifying information at the top of the form and Section IV shall be completed to show data regarding school status. Sections I, II, III, and V shall be left blank. Section VI may be completed if there is action by the board of supervisors.

(See Sec. C-435, Definition of School Attendance for Federal Participation)

**E. CHANGE OF PAYEE, SECTION V OF NOTICE OF CHANGE**

Section V is to be left blank.

**F. APPROVED BY THE BOARD OF SUPERVISORS, SECTION VI OF THE NOTICE OF CHANGE**

Record the name of county and date of action by the board of supervisors. The Notice of Change, Form CA 232, shall bear either the original or facsimile signature of the county clerk or deputy. A facsimile signature shall be affixed either by or under the special authority of the county officer whose signature is thus affixed.

(W&IC 1560, FSSA)

(Section Continued on Next Page)

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**CONTINUATION SHEET**  
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**WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

C-569

PAYMENT OF ASSISTANCE

Aid to Needy Children

C-569 (Continued)

FORM CA 232

C-569

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

**Notice of Change—Aid to Needy Children**

Submit two copies to State Department of Social Welfare for discontinuances, restorations, and changes of payee; one copy for other changes. **SUBMIT ONE COPY OF ALL CHANGES TO COUNTY AUDITOR.**

County \_\_\_\_\_ County No. \_\_\_\_\_ State No. \_\_\_\_\_

Date \_\_\_\_\_

Family Name \_\_\_\_\_

Payee From Date of Change \_\_\_\_\_

**SEC. I.**

| (1)<br>NAMES OF CHILDREN | (2)<br>EFFECTIVE DATE OF CHANGE | (3)<br>NATURE OF CHANGE<br>Increase, Decrease, Restoration,<br>Change of Name, or Discontinuance | (4)<br>TOTAL AMOUNT OF CHILDREN'S<br>AID PER MONTH GRANTED<br>FROM DATE OF CHANGE | (5)<br>ELIGIBLE FEDERAL<br>PARTICIPATION |    |
|--------------------------|---------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------|----|
|                          |                                 |                                                                                                  |                                                                                   | Yes                                      | No |
| 1                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 2                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 3                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 4                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 5                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 6                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 7                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 8                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 9                        |                                 |                                                                                                  |                                                                                   |                                          |    |
| 10                       |                                 |                                                                                                  |                                                                                   |                                          |    |

REASON FOR CHANGE: (Except Discontinuance) In reporting decrease—Give source of income \_\_\_\_\_

**SEC. II. Discontinuance of Aid**

A. Date ineligibility occurred \_\_\_\_\_

B. Date of discovery \_\_\_\_\_

C. Date ineligibility verified \_\_\_\_\_

D. Classification: ☐ WO ☐ HO ☐ AF ☐ ILLEG. ☐ PCI ☐ CIF ☐ TBF ☐ ABD. ☐ FDLG.

E. Reason for discontinuance of aid

(Check applicable reason appearing first on list)

Now receiving adequate care due to:

- ☐ 1. Earnings of father  
☐ 2. Earnings of mother  
☐ 3. Earnings of dependent child  
☐ 4. Support by stepfather  
☐ 5. Contributions from others  
☐ 6. Income from other sources (specify) \_\_\_\_\_

Other Reasons:

- ☐ 7. Subsequent information disproves eligibility originally established  
☐ 8. Change in law or policy (specify) \_\_\_\_\_  
☐ 9. Child reached eighteenth birthday  
☐ 10. Father no longer incapacitated for gainful work  
☐ 11. Parent discharged from institution

- ☐ 12. Absent father returned  
☐ 13. Refusal after acceptance to comply with established regulations (specify) \_\_\_\_\_  
☐ 14. Excess assets acquired subsequent to approval  
☐ 15. Child in county hospital. Date of admission \_\_\_\_\_  
Check the following for cases eligible for Federal participation:  
Determination of probable hospitalization period:  
☐ Two months or less from date of admission  
☐ More than two months from date of admission  
☐ 16. Child admitted to other public institution

Name of Institution \_\_\_\_\_

- ☐ 17. Loss of State residence  
☐ 18. Transferred to \_\_\_\_\_ County  
☐ 19. Other reason (specify fully under "remarks") \_\_\_\_\_

REMARKS: \_\_\_\_\_

SHOULD REPAYMENT OF AID BE DUE, STATE REASON, AND POSSIBILITY OF OR PLAN FOR ITS COLLECTION IN SPACE ABOVE

**SEC. III. Material change in economic circumstances of discontinued cases (exclude death)**

(Check applicable item appearing first on list)

Employment or increased earnings of:

- ☐ 1. Father or person acting in his place  
☐ 2. Mother or person acting in her place  
☐ 3. Dependent child  
☐ 4. Other person in home  
☐ 5. Support by remarriage of parent  
☐ 6. Allowance, pension, or other payment connected with military service, received by person in home

- ☐ 7. Increased support from person outside home (other than that reported in Items 1 and 2)  
☐ 8. Increase in other resources of person in home  
☐ 9. Other material change in economic circumstances (including decreased need without change in resources)  
☐ 10. No known material change in economic circumstances

**SEC. IV. Complete this section for change of school status children, 16-18, otherwise eligible for Federal participation**

Name of Child \_\_\_\_\_

Date of Enrollment—OR—Date of Termination \_\_\_\_\_

Date of Verification \_\_\_\_\_

[SIGNED] \_\_\_\_\_

Signature of County Public Assistance Worker

**SEC. V. A. Child is in home eligible for Federal participation**

I herewith make application for Aid to Needy Children for the above named children who will be maintained by me in my home.

[SIGNED] \_\_\_\_\_

Signature of Payee and Relationship \_\_\_\_\_

Address Where Children Will Be Maintained \_\_\_\_\_

**B. Child is in home ineligible for Federal participation**

I HEREBY CERTIFY That the signature of a new payee is contained in the county files.

[SIGNED] \_\_\_\_\_

Signature of County Official or Other Person Responsible for Placement of Children \_\_\_\_\_

**SEC. VI. Approved by the Board of Supervisors of the County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_**

RESERVE FOR STATE

[SIGNED] \_\_\_\_\_

Reviewer \_\_\_\_\_

Date \_\_\_\_\_

County Clerk or Deputy

Audit Clerk \_\_\_\_\_

Date \_\_\_\_\_

FORM CA 232 (revised)—September, 1946

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CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-570

(For more complete statement, see Manual of Fiscal Policies and Procedures)

**C-570 TERMINOLOGY USED IN REPAYMENTS**

C-570

**A. REPAYMENTS RECEIVABLE**

Amounts receivable as the result of overpayment of aid not adjusted or adjustable within the current adjustment period and for which there is right to demand repayment are termed "repayments receivable." (See Sec. C-533 for definition of overpayment and adjustment)

**B. CURRENT CASH ADJUSTMENTS**

Amounts received within the current adjustment period which represent repayments of an overpayment and are in lieu of a decrease in aid payment or discontinuance are termed "current cash adjustments."

**C. VOLUNTARY REPAYMENTS**

Amounts received on a voluntary basis which represent return of aid legally paid are termed "voluntary repayments."

**D. DEBTOR**

This term refers to the person from whom the county has the right to demand repayment for the overpayment of aid. Depending on the circumstances in the individual case, the debtor may be the person who signed the application, the payee, the parent, the person or agency in loco parentis, the person who failed to report the change in circumstances, or any combination of these persons.

(W&IC 1560)

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CALIFORNIA-SDSW-MANUAL-ANC

REVISION 343

Revised December 18, 1953  
Effective February 1, 1954



CONTINUATION SHEET  
FOR FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-576

PAYMENT OF AID

Aid to Needy Children

C-576 SOURCE OF REPAYMENT

C-576

Repayments receivable shall be demanded from any and all resources (real and personal property) of the debtor, except that repayment shall not be requested from:

1. The current aid payment or income required to meet the current needs of the child or his parents or both.
2. Real and personal property required to meet continuing needs of the child or his parents or both. These are:
  - a. Real property: that which provides the child or his parents with shelter or other items of current need or is producing net income which contributes substantially toward meeting current need. This, however, does not preclude a county from filing a lien against real property.
  - b. Personal property: essential household furniture and equipment, personal effects, personal jewelry, or tools, supplies, equipment and other items which are part of a program of rehabilitation for a parent or necessary to the production of net income which contributes toward meeting current needs.

Repayment may be demanded, within the provisions of the Probate Code, from any and all real and personal property of the estate of a debtor, except that the rights of the county shall be subordinated to the rights of a surviving spouse or minor child who is receiving aid, if the surviving spouse or guardian of the child executes an agreement not to transfer or encumber such property without the consent of the county.

(W&IC 1506, 1560)

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CALIFORNIA-SDSW-MANUAL-ANC

REVISION 344

Revised December 18, 1953  
Effective February 1, 1954



CONTINUATION SHEET  
FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-580 DETERMINATION OF DEBTOR'S ABILITY TO REPAY

C-580

A determination shall be made as to the debtor's ability to repay the amount due. If the amount due is \$50 or more, an investigation shall be made and the following shall be recorded centrally or in the case record:

1. A statement of the sources and amounts of income.
2. A listing of real and personal property.
3. If the debtor or the child is currently receiving aid the real and personal property required to meet continuing needs as defined in Sec. C-576, Source of Repayment.
4. A statement from the debtor as to his intent and pecuniary ability to repay.

Form A, Statement of Debtor's Resources, is suggested for the recording of the investigation.

(W&IC 1506, 1560)

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CONTINUATION SHEET  
FILING ADMINISTRATIVE REGULATIONS  
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(Pursuant to Government Code Section 11380.1)

C-580

PAYMENT OF AID

Aid to Needy Children

C-580 (Continued)

C-580

Suggested Form A

## STATEMENT OF DEBTOR'S RESOURCES

State No.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Currently receiving aid? \_\_\_\_\_

INCOME:

Monthly amount: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Amount required to meet current need of debtor and spouse (and minor children in ANC): \$ \_\_\_\_\_

PROPERTY:Real: Location \_\_\_\_\_

Assessed Value: \$ \_\_\_\_\_ Estimated real value: \$ \_\_\_\_\_

Encumbered? \_\_\_\_\_ Amount of Encumbrance: \$ \_\_\_\_\_

Occupied by debtor? \_\_\_\_\_ If not occupied, how utilized? \_\_\_\_\_

Personal: Cash or bank balances: \$ \_\_\_\_\_ Securities: \$ \_\_\_\_\_  
(Include postal savings) (Include trust deeds, war bonds)

Insurance, Face Value: \$ \_\_\_\_\_ Estimated cash surrender value: \$ \_\_\_\_\_

Furniture and equipment - estimated value: \$ \_\_\_\_\_

Automobile - estimated value: \$ \_\_\_\_\_ Determined necessary: \_\_\_\_\_

Other (describe and give estimated value) \_\_\_\_\_

Debtor's statement regarding willingness and pecuniary ability to make payment:

\_\_\_\_\_  
County Worker

CALIFORNIA-SDSW-MANUAL-ANC

Issued October 24, 1952  
Effective December 1, 1952

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CONTINUATION SHEET  
**FILING ADMINISTRATIVE REGULATIC**  
**WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-582

## C-582 PLAN FOR COLLECTION OF REPAYMENTS

C-582

- A. Procedures shall be established to safeguard the monies due the county, state and federal governments as follows:
1. Establishment of adequate internal controls to prevent overpayments of aid.
  2. Immediate investigation of apparent overpayments to determine if the right to demand repayment exists.
  3. Execution of a plan for collection prescribed by this section whenever the right to demand repayment exists.
  4. Periodic follow-up of all unsecured debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than **semianually**. If circumstances justify, follow-up may well be made monthly.
- B. The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.
1. If, within a reasonable time from service of a Demand for Repayment (see Sec. C-578) the repayment has not been made or a satisfactory plan for repayment submitted, the debtor shall be requested to complete and sign a **noninterest bearing Agreement to Reimburse Note** (see suggested Forms B and C). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In lieu of a note the debtor may be requested to execute a Confession of Judgment (see Suggested Form D) with the understanding the judgment will be executed only in accordance with Sec. C-576 or if additional property becomes available.
- If a debtor has a policy of life insurance subject to cash surrender value of \$50 or more and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary. All resources of the debtor shall be considered in determining whether any plan proposed by him is

(Section Continued on Next Page)

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**CONTINUATION SHEET**  
**FILING ADMINISTRATIVE REGULATIONS**  
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(Pursuant to Government Code Section 11380.1)

C-582

PAYMENT OF AID

Aid to Needy Children

C-582 (Continued)

C-582

satisfactory plan for repayment. For example, a debtor who has cash or other resources from which repayment can be made should not be permitted to repay in installments.

2. If the debtor is unwilling to execute a note or a Confession of Judgment, the county shall file a suit unless the investigation prescribed in Sec. C-580 has determined that the debtor does not own property from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
3. Whenever a judgment has been obtained, an abstract thereof shall be recorded immediately with the recorder of any county in which the debtor has, or is likely to acquire, an interest in real property.
4. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 8 of this section.)
5. If the debtor is receiving aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, foreclosure shall not be initiated until after his death, at which time the county shall file a claim against his estate.
6. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. C-570 shall be checked to determine if a claim for repayments receivable can be filed against the estate.
7. Other remedies contained in the California Code of Civil Procedures may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.
8. Counties may include in their promissory notes a provision that the debtor waives the Statute of Limitations. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:
  - a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
  - b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.

(Section Continued on Next Page)



**CONTINUATION SHEET**  
**FILING ADMINISTRATIVE REGULATIONS**  
**WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-582

C-582 (Continued)

C-582

- c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures Sections 336 to 345, Inclusive.)

If any debt appears to be in jeopardy because of the running of a statute of limitations, action shall be taken to prevent denial of the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

- C. Although the steps outlined in this section are in certain sequence the county need not follow such sequence. The county may take the more forceful steps suggested herein skipping certain intervening steps.

(WIC 115, 116, 1506, 1560)

(Section Continued on Next Page)

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**CONTINUATION SHEET**  
**FILING ADMINISTRATIVE REGULATIC**  
**WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

C-582

PAYMENT OF AID

Aid to Needy Children

C-582 (Continued)

C-582

Suggested Form B

**AGREEMENT TO REIMBURSE NOTE**  
**(Installments)**

State No. \_\_\_\_\_

County No. \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_, California

\_\_\_\_\_, 195\_\_\_\_\_

In installments and at the times hereinafter stated, I promise to pay to the order of the County of \_\_\_\_\_, at its office in \_\_\_\_\_, the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in \_\_\_\_\_ equal successive monthly installments of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) beginning \_\_\_\_\_, 195\_\_\_\_\_, and one final installment of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

I agree that in case any one of said installments is not paid when due, the entire sum then remaining unpaid shall forthwith become due and payable at the option of the holder of this note, and notice of the exercise of such option is hereby expressly waived.

Installments are payable in lawful money of the United States of America.

In case suit is instituted to collect this note, or any part thereof, I promise to pay such additional sums as the Court may adjudge reasonable as attorney's fees in such suit.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-ANC

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CONTINUATION SHEET  
**FILING ADMINISTRATIVE REGULATIONS  
 WITH THE SECRETARY OF STATE**  
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-582

C-582 (Continued)

C-582

Suggested Form C

**AGREEMENT TO REIMBURSE NOTE  
 (Demand Note)**

State No. \_\_\_\_\_

County No. \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_, California

\_\_\_\_\_, 195\_\_\_\_\_

On Demand I promise to pay to the order of the County of

\_\_\_\_\_, at its office in \_\_\_\_\_

the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

in lawful money of the United States of America.

In case suit is instituted to collect this note, or any part thereof, I promise to pay such additional sums as the Court may adjudge reasonable as attorney's fees in such suit.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Witness: \_\_\_\_\_

Address: \_\_\_\_\_

(Section Continued on Next Page)

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(Pursuant to Government Code Section 11380.1)

C-582

PAYMENT OF AID

Aid to Needy Children

C-582 (Continued)

C-582

Suggested Form D

IN THE (enter name and jurisdiction of court)

COUNTY OF \_\_\_\_\_ )  
 )  
Plaintiff )  
 )  
vs. )  
 )  
\_\_\_\_\_ )  
 )  
Defendant )

NO. \_\_\_\_\_

CONFESSION OF JUDGMENT  
(CCP 1132-1135)

I, \_\_\_\_\_, being duly sworn, declare and  
depose as follows:

I hereby confess judgment in favor of the County of \_\_\_\_\_,  
the plaintiff above-named, for the sum of \$ \_\_\_\_\_ (enter the specified sum for  
which entry of judgment is authorized), and authorize the entry of judgment therefor against  
me.

This Confession of Judgment is for a debt justly due from me to the said County of \_\_\_\_\_,  
and arises upon the following facts; to wit,  
(enter here the facts out of which the debt arose, i.e., the cause of the overpayment and  
the reason the right to request repayment exists; e.g., the receipt of Old Age Security  
from August 1, 1950, through December 31, 1950, while I was ineligible because of the  
possession of personal property in excess of \$1,200.00, which property I had not declared  
to the county.)

\_\_\_\_\_  
(Signature of defendant)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 195\_\_.

\_\_\_\_\_  
(Signature, title, and seal of person  
authorized to administer oath)

IT IS ORDERED, ADJUDGED, AND DECREED that the said County of \_\_\_\_\_  
do have and recover of and from the said \_\_\_\_\_, the sum of  
\$ \_\_\_\_\_ together with the sum of \$ \_\_\_\_\_ costs herein.

Dated \_\_\_\_\_

\_\_\_\_\_  
(Signature of Clerk of Court)

CALIFORNIA-SDSW-MANUAL-ANC

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**FILING ADMINISTRATIVE REGULATIC**  
**WITH THE SECRETARY OF STATE**  
(Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-584

**C-584 CLASSIFICATION OF REPAYMENT RECEIVABLE ACCOUNTS**

C-584

Repayments receivable accounts are classified as follows:

1. Active Accounts
2. Inactive Accounts
  - a. Unsecured
  - b. Secured
3. Closed Accounts

Active Accounts are those in which the county is proceeding toward development of a plan for collection, securing of insurance assignments, or of a Confession of Judgment, promissory note, or court action.

Inactive Unsecured Accounts are those in which the determination has been made that the debtor has no resources from which to make repayment.

Inactive Secured Accounts are those in which a promissory note, Confession of Judgment, assignment of insurance, judgment, or lien has been obtained by the county to secure the debtor's liability.

Closed Accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations (See Item 8 of Sec. C-582)
5. If the debtor is deceased and probate action is closed and there is no feasible means of recovery from heirs of the estate.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When the debtor's whereabouts is unknown, county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.

(W&IC 115, 116, 1506, 1560)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 346

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WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-586

PAYMENT OF AID

Aid to Needy Children

## C-586 VOLUNTARY REPAYMENT OF AID

C-586

A person may make a voluntary repayment of aid legally paid, either partial or total provided he has no legal obligation to repay any aid paid him. If the person wishes, he may allocate such a voluntary partial repayment to a specific period. In the absence of such specification, the amount of such repayment shall be distributed over the entire period during which aid was paid.

(W&amp;IC 1560)

## C-588 UNAUTHORIZED PAYMENTS

C-588

An unauthorized payment is a payment made for a period for which there was not a valid authorization by a county, or for which there was a valid authorization for a lesser amount than the amount paid.

Such an unauthorized payment may be adjusted without further county action, within the current adjustment period. The right to demand repayment exists for the unadjusted amount with the limitation that repayment may be required only from resources other than the current aid payment or income required to meet the current need.

Unauthorized payments, when discovered shall be credited on a current claim if they have been claimed from the state as public assistance payments and not adjusted or repaid. Amounts received in repayment are credits to county funds.

(W&amp;IC 1504, 1560)

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 WITH THE SECRETARY OF STATE  
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

PAYMENT OF AID

C-590

C-590 RETURN OF ERRONEOUS REPAYMENTS

C-590

An erroneous repayment is a repayment which has been made upon the mistaken assumption that an overpayment occurred for which the right existed to demand repayment.

An individual who believes that he has repaid aid in error may request the return of such erroneous repayment. This request may be made at any time but shall be made in writing. The written request constitutes a claim for the return of the money erroneously repaid. The county shall assist individuals who wish to file a request for the return of erroneous repayments.

Claims for the return of erroneous repayments shall be approved by the county if it is found that the repayment was erroneous. In making findings with respect to erroneous repayments, the county shall determine carefully if, during the period to which the repayment was applicable, there existed other factors of complete or partial ineligibility in addition to the one on which the repayment was predicated. If such facts are found to have existed, it may be determined that no return, or a return in a smaller amount, is in order.

Notification shall be given to any person who made a repayment which is determined to have been an erroneous repayment and he shall be advised of his right to seek reimbursement.

A voluntary repayment of aid, made upon the initiative of the payer without request or suggestion on the part of the county, constitutes a gift and shall not be deemed to have been erroneous.

Persons whose claim for the return of an erroneous repayment of aid has been rejected shall be informed in writing of their right to appeal to the SDSW.

(W&IC 1560)

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FILING ADMINISTRATIVE REGULATIONS  
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(Pursuant to Government Code Section 11380.1)

C-676 STIPULATED APPEALS

C-676

There may be appeals which the county cannot adjust by administrative action alone even though the county is willing to make an adjustment with which the appellant is in agreement. Under such circumstances, the county presents the facts to the SDSW and requests concurrence in their recommendations. If the SDSW concurs the county is authorized to make the adjustment. When an adjustment satisfactory to the appellant has been made he is asked to withdraw his appeal.

(W&amp;IC 2140)

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**FILING ADMINISTRATIVE REGULATIONS  
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(Pursuant to Government Code Section 11380.1)

C-705 NATURE OF THE AID TO NEEDY CHILDREN PERMANENT SAMPLE

C-705

The ANC permanent sample consists of two parts:

1. Intake Sample - The intake sample will provide socio-economic data on new applications (including transfers from another county), re-applications, and restorations whose state numbers end in 05, 25, 45, 65 and 85. This represents 5% of intake. Except as noted in Sec. C-715, information on these cases will be reported on Form CA 251.
2. Caseload Sample - The caseload sample consists of cases with state numbers ending in 05, 25, and 45. This represents 3% of the ANC Caseload.

Information on cases in the caseload sample will be kept current on the basis of data reported on Form CA 251 to be submitted to the SDSW as prescribed in Sec. C-710 and on authorization forms indicating discontinuance of ANC.

(W&IC 115, 116, 1560)

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WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

C-710

PERMANENT SAMPLE PROCEDURE

Aid to Needy Children

## C-710 SUBMITTAL OF ANC PERMANENT SAMPLE SCHEDULE, FORM CA 251

C-710

## A. GENERAL

Send one copy of the schedule to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento 14, within 15 days after the action granting the application, reapplication, or restoration, or the completion of the reinvestigation of eligibility.

## B. INTAKE SAMPLE

Submit Form CA 251 on each ANC family case (exclude boarding home and institution cases) with a state number ending in 05, 25, 45, 65 and 85 upon:

1. Approval of a new application for ANC. (Include application of a family receiving ANC for the first time whose previous application was denied or withdrawn.)
2. Approval of reapplication if ANC has been discontinued for one year or more.
3. Approval of restoration of ANC if aid has been discontinued for less than one year. (Exception: A restoration following discontinuance to adjust for overpayment does not require submission of a new Form CA 251.)
4. Approval of transfer from another county.

Note: It is not necessary to submit Form CA 251 upon addition of another person to a family case already receiving ANC.

## C. CASELOAD SAMPLE

Submit Form CA 251 on each family case (exclude boarding home and institution cases) with state number ending in 05, 25, and 45 upon completion of the reinvestigation of eligibility.

(W&IC 115, 116, 1560)

## C-715 SUBMITTAL OF FORM CA 241, BUDGET WORK SHEET

C-715

- A. Submit Form CA 241 on each ANC family case (exclude boarding home and institution cases) with a state number ending in 05, 25, and 45 for the budgets which are in effect in October and in April.
- B. Send one copy of each required Form CA 241 to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento 14. Forms CA 241 reflecting October budgets shall be submitted not later than November 1 and those reflecting April budgets shall be submitted not later than May 1.

(W&IC 115, 116, 1560)

CALIFORNIA-SDSW-MANUAL-ANC

REVISION 351

Revised December 18, 1953  
Effective February 1, 1954



**FILING ADMINISTRATIVE REGULATION  
WITH THE SECRETARY OF STATE**

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1953

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 30, 1953

By:

Director

(Title)

FILED

In the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 11:20 o'clock A.M.

FRANK M. JORDAN, Secretary of State

*[Signature]*  
Assistant Secretary of State

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VI-200 RETENTION AND DESTRUCTION OF CASE RECORDS

VI-200

Boarding Home records maintained by the agency are records of the State Department of Social Welfare and may be destroyed in accordance with approval which has been secured from the Department of Finance, pursuant to Section 11092 of the Government Code. Prior to such destruction, however, the agency shall list the records giving name, case number and period of time covered, and shall indicate that the records have been examined to ascertain that no financial or fiscal matters are included. Such a list shall be filed with the Department of Social Welfare, Bureau of Financial Administration, 616 K Street, Sacramento, California, and a duplicate copy shall be retained in the agency files.

Boarding Home records shall be retained at least five years after they become inactive. Thereafter such records, as meet the following provisions with respect to content, may be destroyed:

- (a) Provided that they contain only county and state forms necessary in the licensing process, correspondence, and case recording.
- (b) Provided they do not include fiscal or financial information necessary for auditing purposes.

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FACE SHEET  
FILING ADMINISTRATIVE REGULATIONS  
WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1953

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)  
Dated: December 30, 1953

By: *C. J. Schottland*

Director

(Title)

FILED

In the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 1120 o'clock A.M.

FRANK M. JORDAN, Secretary of State

*[Signature]*  
Assistant Secretary of State

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S-110 SUBMISSION OF MONTHLY STATISTICAL REPORTS ON PUBLIC ASSISTANCE

S-110

One copy of each Monthly Statistical Report on OAS, ANB, APSB, ANC, and GR (Forms Ag, Bl, APSB, CA-FG, CA-BHI, and GR 237) shall be submitted to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, by all counties each month. Reports are due not later than the 12th of the month following the month covered by the report.

Two copies each of Monthly Statistical Report on Public Assistance Reinvestigations, Form DPA 10, and Monthly Statistical Reports on Reasons for Discontinuance, OAS and ANC, Forms Ag 253, and CA 253FG shall be submitted to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, by all counties each month. These reports are due not later than the 18th of the month following the month covered by the report.

Counties should retain file copies of all monthly statistical reports.

(W&IC 115, 116)

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CONTINUATION SHEET  
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(Pursuant to Government Code Section 11380.1)

Statistical

PUBLIC ASSISTANCE

S-170

S-170 MONTHLY STATISTICAL REPORT ON REASONS FOR DISCONTINUANCE,  
OAS, ANC

S-170

The Monthly Statistical Reports on Reasons for Discontinuance, Forms AG 253 and CA 253 FG, are designed to report the reasons cases are closed in OAS and ANC-FG programs.

This information will provide the SDSW and county welfare directors with essential data for interpreting caseload changes and trends and for gauging the effects of administrative policies.

The reports will be compiled from individual authorization forms (Forms AG, CA 232 or Forms AG, CA 278). Each discontinuance authorization will contain the appropriate code number indicating the reason the case was discontinued. This code number will appear in:

Form AG, CA 232, Section II, under "Remarks"  
Form AG 278, Item 16, Section A  
Form CA 278, Item 17c, Section A

Manual of Policies and Procedures - Old Age Security, Sec. A-1322 and Manual of Policies and Procedures - Aid to Needy Children, C-569, respectively, provide instructions on coding reasons for discontinuance on Forms AG 232 and CA 232, and Department Bulletins 480 and 484, respectively, provide instructions on coding reasons for discontinuance on Forms AG 278 and CA 278.

The total number of discontinuances reported on Form AG 253 and Form CA 253 FG each month must agree with the number reported in Item 14 of Form AG 237 and Item 14, Column 1, of Form CA 237 FG, respectively. A discontinuance is to be counted if action to discontinue aid was taken during the current month, whether or not aid was paid for the current month, and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

(Section Continued on Next Page)

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S-170

PUBLIC ASSISTANCE

Statistical

S-170 (Continued)

S-170

A discontinuance because of transfer to another county is to be counted for the month in which the official action to discontinue aid was taken.

The entry for Code "99", Transfers to Boarding Home and Institutions program, on Form CA 253 FG may be copied from Item 14b, Column 1, Form CA 237 FG, for the current month.

All Boarding Home and Institution discontinuances (including transfers to the Family Group program, Code "79") and partial discontinuances of family cases (i.e., some members discontinued while others continue to receive assistance) are to be excluded from the counts of ANC discontinuances on Form CA 253 FG.

Codes 40-42 have been provided for reporting specific changes in law or policy. Instructions for the use of these codes will be issued by the SDSW when such change in law or policy occur.

(W&IC 115, 116)

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STATISTICAL

PUBLIC ASSISTANCE

S-190

FORM AG 253

REASONS FOR DISCONTINUANCE  
OLD AGE SECURITY

COUNTY

FORM AG 253, MONTHLY STATISTICAL REPORT

REPORT FOR THE MONTH OF

| REASON FOR DISCONTINUANCE | CODE | NUMBER OF CASES |
|---------------------------|------|-----------------|
|---------------------------|------|-----------------|

|                                                                                          |    |  |
|------------------------------------------------------------------------------------------|----|--|
| Total number of cases discontinued during the month (as reported on Form Ag 237).....    |    |  |
| Deaths.....                                                                              | 99 |  |
| Transfers to other counties.....                                                         | 89 |  |
| Total cases discontinued for reasons other than death or transfer to another county..... |    |  |

INCOME REASONS:

Earnings of Recipient:

|                                            |    |
|--------------------------------------------|----|
| -County assisted in job placement.....     | 01 |
| -Recipient found own employment.....       | 02 |
| Earnings or other resources of spouse..... | 03 |
| Contributions from adult children.....     | 04 |
| Monthly income from real property.....     | 05 |
| Recurring lump sum income.....             | 06 |
| Old Age and Survivor's Insurance.....      | 07 |
| Railroad retirement benefit.....           | 08 |
| Military pension or benefit.....           | 09 |
| Civil pension or annuity.....              | 10 |
| Other income.....                          | 11 |

PROPERTY REASONS:

|                                                                    |    |
|--------------------------------------------------------------------|----|
| Increased real property holdings.....                              | 20 |
| Increased assessment of real property.....                         | 21 |
| Refuses to comply with real property utilization requirements..... | 22 |
| Increased personal property holdings.....                          | 23 |

OTHER REASONS:

|                                                                         |    |
|-------------------------------------------------------------------------|----|
| In public medical institution more than two calendar months.....        | 30 |
| Admitted to county infirmary (custodial care).....                      | 31 |
| Admitted to other public institution.....                               | 32 |
| Accepted for ANB or AFPSB.....                                          | 33 |
| Loss of state residence.....                                            | 34 |
| Whereabouts unknown.....                                                | 35 |
| Discontinuance requested by recipient; no reason given for request..... | 36 |
| Change in state law or policy (Do not use unless instructed by SDSW):   |    |

40

41

42

|                   |    |
|-------------------|----|
| Other reason..... | 50 |
|-------------------|----|

Signature of reporting officer

Title

Date

Submit two copies to Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, not later than the 18th of the month following the report month.

STATE OF CALIFORNIA  
FEBRUARY 1954

DEPARTMENT OF SOCIAL WELFARE

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WITH THE SECRETARY OF STATE  
(Pursuant to Government Code Section 11380.1)

S-190

PUBLIC ASSISTANCE

STATISTICAL

FORM CA 253

REASONS FOR DISCONTINUANCE

Aid to Needy Children - Family Groups

COUNTY \_\_\_\_\_

FORM CA 253 PG, MONTHLY STATISTICAL REPORT

REPORT FOR THE MONTH OF \_\_\_\_\_, 19\_\_\_\_

| REASON FOR DISCONTINUANCE | CODE | NUMBER OF CASES |
|---------------------------|------|-----------------|
|---------------------------|------|-----------------|

|                                                                                                                           |    |  |
|---------------------------------------------------------------------------------------------------------------------------|----|--|
| Total number of cases discontinued during the month (as reported on Form CA 237).....                                     |    |  |
| Transfers to other counties.....                                                                                          | 89 |  |
| Transfers to boarding homes and institutions.....                                                                         | 99 |  |
| Total cases discontinued for reasons other than transfer to another county or to the boarding homes and institutions..... |    |  |

INCOME REASONS:

|                                                    |    |  |
|----------------------------------------------------|----|--|
| Support from stepfather.....                       | 01 |  |
| Contributions from absent father.....              | 02 |  |
| Earnings of father living in home.....             | 03 |  |
| Earnings of mother:                                |    |  |
| --County assisted in job placement.....            | 04 |  |
| --Found own employment.....                        | 05 |  |
| Earnings of dependent children.....                | 06 |  |
| Contributions from other persons.....              | 07 |  |
| Old Age and Survivor's Insurance.....              | 08 |  |
| Military service benefits.....                     | 09 |  |
| Unemployment or disability insurance benefits..... | 10 |  |
| Other income.....                                  | 11 |  |

OTHER REASONS:

|                                                                    |    |  |
|--------------------------------------------------------------------|----|--|
| Excess real or personal property.....                              | 20 |  |
| Father no longer incapacitated.....                                | 21 |  |
| Absent father returned.....                                        | 22 |  |
| Child reached 18th birthday.....                                   | 23 |  |
| Child, aged 16 or over, ineligible under Sec. 1500, WAIC.....      | 24 |  |
| Child, an inmate of a public institution.....                      | 25 |  |
| Loss of state residence.....                                       | 26 |  |
| Whereabouts unknown.....                                           | 27 |  |
| Refusal to cooperate with law-enforcement officers.....            | 28 |  |
| Refusal of reasonable employment or vocational rehabilitation..... | 29 |  |
| Refusal to provide essential information.....                      | 30 |  |
| Change in law or policy (Do not use unless instructed by SDSW):    |    |  |
|                                                                    | 40 |  |
|                                                                    | 41 |  |
|                                                                    | 42 |  |
| Other reason.....                                                  | 50 |  |

Signature of reporting officer

Title

Date

Submit two copies to Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, not later than the 18th of the month following the report month.

State of California  
February 1954

Department of Social Welfare

(Section Continued on Next Page)

CALIFORNIA--SDSW--MANUAL--STAT

Issued December 18, 1953  
Effective February 1, 1954

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FACE SHEET  
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 (Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

DEC 30 1953

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

Department of Social Welfare

(Agency)

Dated: December 30, 1953

By:

*C. J. Schallert*

Director

(Title)

FILED

in the Office of the Secretary of State  
of the State of California

DEC 31 1953

At 11:20 o'clock A. M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*  
Assistant Secretary of State

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F-480 CLASSIFICATION OF REPAYMENTS RECEIVABLE ACCOUNTS

F-480

Repayments receivable accounts are classified as follows:

1. Active accounts
2. Inactive accounts
  - a. Unsecured
  - b. Secured
3. Closed accounts

Active accounts are those in which the county is proceeding toward development of a plan for collection, securing of insurance assignments, or of a confession of judgment, promissory note, or court action.

Inactive unsecured accounts are those in which the determination has been made that the debtor has no resources from which to make repayment.

Inactive secured accounts are those in which a promissory note, confession of judgment, assignment of insurance, judgment or lien has been obtained by the county to secure the debtor's liability. This includes accounts which have been secured to the greatest possible extent even if the security does not fully cover the repayment receivable.

Closed Accounts are defined as those in which the repayment receivable has been paid in full or which have been written off by the county as being uncollectible.

All accounts shall be retained by the county in a manner and place readily accessible for subsequent SDSW review.

Accounts shall be reclassified from active or inactive to closed as follows:

1. When the debt is fully repaid.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt.
3. If the debt is discharged in bankruptcy proceedings.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations. (See Item 8 of Sec. F-440.)
5. If the debtor is deceased and there is no feasible means of recovery from the estate or the heirs.
6. If the county, after opening a repayment receivable account, determines that there was no right to demand repayment.
7. When the debtor's whereabouts is unknown; county procedure must be such that the case will be reactivated if debtor's whereabouts becomes known at some future time.

(W&amp;IC 115, 116, 1560, 2140, 3075, 3460)

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FISCAL

GOVERNMENTAL PARTICIPATION

F-500

**F-500 STATE PARTICIPATION IN AID PAYMENTS****F-500**

The State Government participates within the statutory maxima, in all OAS, ANB, APSB, and ANC payments which are properly authorized by county boards of supervisors or their duly appointed agents and are paid to or on behalf of eligible persons provided:

1. The recipient is in receipt of one categorical aid only.
2. Payment is made for a month in which the recipient is living, and only to the recipient or the authorized payee, except in certain situations involving payment for the month in which the recipient dies. (See Sec. F-310)
3. The warrant for the payment is presented for redemption to the county treasurer within six months of its date, or if a reissued warrant, within the same time limit applying to the original warrant. (See Sec. F-320)
4. The warrant is properly endorsed. (See Sec. F-310)
5. Payment is not in kind, controlled, or restricted unless the case has been determined to be an ANC mismanagement case. (See Secs. F-340, F-360, and Sec. C-516 of the Manual of Policies and Procedures-ANC)
6. New, restored, or retroactive payments or payments following suspension are made only in accordance with Secs. A-1302, A-1316 and A-1324 of the Manual of Policies and Procedures-OAS, Secs. B-624, B-630 and B-636 of the Manual of Policies and Procedures-AB, and Secs. C-518, C-536 and C-545 of the Manual of Policies and Procedures-ANC.
7. The warrant for an initial payment is delivered during the month in which county action authorizing aid is taken, or not later in the following month than such delivery would normally be made under the county's customary fiscal procedure.
8. The payment applying to a period during which the person is confined in a public institution for temporary medical or surgical care is not made for a month subsequent to the second month following admission, or the first month following admission if admitted on the first day of the month.

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GOVERNMENTAL PARTICIPATION

FISCAL

F-500 (Continued)

F-500

9. The payment for a recipient during confinement in a public institution for custodial or correctional care is not for a month subsequent to the month in which the recipient enters the institution.
10. The payment of OAS, ANB, or APSB is for a recipient residing in a private institution under **terms** of a life care contract but:
- a. The institution is not carrying out its contract because of insolvency, or
  - b. The life care contract does not obligate the institution to provide full support and full support is, in fact, not being provided.
11. In ANC, that although the payment is for a child who is in a public institution the child is not an inmate. (See Sec. C-444 of the Manual of Policies and Procedures-ANC)
12. In ANC, if the payment is for a child from 16 to 18 years of age, he is regularly attending school, disabled, or employed and contributing to the family.

(W&IC 1510, 1511, 1553, 1554, 2020, 2021, 2186, 2187, 3025, 3042, 3084, 3087, 3087.1, 3420, 3432)

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F-730

AID CLAIMS

FISCAL

## F-730 CLAIMING OF AID PAYMENTS

F-730

## A. CLAIMS-GENERAL

County payments of categorical aid shall be listed in state number order on aid payrolls, Forms AB 801, CA 801, and CA 801 BHI, except that BHI cases (cash claim) may, at the option of the county, be listed alphabetically by payee. The payments being claimed shall be listed in separate payroll sections according to whether they are included in the continuing roll, current supplemental rolls, or rolls for payments applicable to prior months.

On all payrolls and contra rolls, the following information shall be provided in the appropriate headings and columns:

1. The name of the county filing the claim.
2. The month and the year of the claim.
3. The type of roll, i.e., payroll, cancelation contra roll, or repayment contra roll.
4. State numbers in numerical order (optional for BHI cash claims).
5. In OAS, ANB, and APSB payrolls and contra rolls the payee's name exactly as it appears in the signature on the application. If county mechanical equipment makes it advisable, the given initials only need be shown. If a guardian of the estate has been appointed, both the name of the guardian and the name of the recipient shall appear on the aid payroll.

In ANC, the name of the payee shall be shown exactly as it appears on the latest authorization document. In ANC voucher claims, the names of the children need not be shown. In ANC-BHI the name and the amount of payment for each child and name of the payee shall be shown.

6. In OAS and ANB the warrant amount and the excess over the federal matching base. In APSB, the warrant amount. In ANC, the persons count in each case for individuals eligible and ineligible for federal participation segregated as to needy eligible relative, eligible children and ineligible children; the warrant amount including any county supplemental aid; and the state and federal bases amounts.

In ANC-BHI, the number of children, the warrant amount including any county supplemental aid, and the state basis amount segregated into columns according to county residence. In ANC-BHI, the amounts paid and basis amounts shall not be shown in total for each case but shall be segregated individually for each child in the case.

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**CONTINUATION SHEET**  
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FISCAL

AID CLAIMS

F-730

F-730 (Continued)

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7. The warrant numbers and dates. If all warrant numbers on a given roll or page carry the same date, the date may be indicated at the beginning of the roll or top of the page rather than individually for each warrant.
8. All pages in a pay roll or contra roll section shall be numbered consecutively and shall carry individual totals by page for each column. In addition to the column totals, the numbers of persons by participation status shall be totaled at the foot of each page. Page totals shall be added and footed on the last page of each section.

**B. CLAIMS FOR PRIOR MONTHS**

Payments for prior months may be grouped on the pay roll in either of two ways:

1. According to month in state number order under each month (alphabetically by payee under each month in BHI optional).
2. In state number order only (alphabetically by payee in BHI optional) with the month to which each payment applies shown in the remarks column. If one warrant is issued covering more than one prior month for a given case, the total warrant amount need not be shown, but the amount paid for each individual month shall be reported separately in the total (warrant amount) column of the pay roll.

The method selected by each county shall be used consistently on each monthly claim and from month to month.

OAS, ANB, and ANC voucher pay rolls shall be grouped and totaled separately for months within the current federal formula period beginning October 1, 1952, and the prior federal formula period October 1, 1948 through September 30, 1952.

**C. CLAIMS FOR SUPPLEMENTAL PAYMENTS**

Since some of the warrants covering supplemental payments for current or prior months do not have persons counts, it is necessary for proper participation claiming to distinguish between such payments. Therefore, on current or prior month supplemental pay rolls a method shall be used to distinguish between cases which involve persons count and those which do not. Counties have the option of indicating opposite each case in the remarks column all increases not involving persons count by the abbreviation "INCR" or of indicating ANC increases involving persons count and all whole payments by use of the abbreviation "PERS." If preferred, "INCR" payments may be grouped together and labeled as "increases only." Remaining items will represent whole payments or ANC increases having persons counts. Whatever the system adopted in the individual county, that system shall be used consistently throughout each monthly claim and from month to month.

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CALIFORNIA-SDSW-MANUAL-FISCAL

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AID CLAIMS

FISCAL

F-730 (Continued)

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**D. BASIS FOR STATE PARTICIPATION -- ANC****1. Voucher Aid Payrolls, Form CA 801**

The basis for state participation is the amount shown on the chart in Sec. F 560 or the warrant amount, whichever is the lesser. If all of the ANC children in a family budget unit do not have a common status with respect to county residence and no separate authorization is made for the child or children who do not have one year of county residence, the basis for state participation is allocated as follows:

- a. The state basis shall be divided proportionately among the ANC persons, unless federal participation is affected as stated in b.

*Example - A family budget unit consists of three children and a needy eligible relative. One child does not have one year of county residence. The grant is \$180 for the four persons. One fourth, \$40, is allocated to the child without county residence, and three-fourths, \$120, to the other three persons.*

- b. If, by using the method prescribed in a, the amount allocated to persons having regular status is less than the maximum amount in which the federal government participates, the federal maximum basis (including \$30 for a first child and \$30 for an eligible relative) is allocated to the persons having regular status. The balance is allocated to the child or children not having county residence.

*Example - A family budget unit consists of five children and a needy eligible relative. Three of the children have regular status. Two children have no county residence. The total grant for the family is \$134. Of this grant \$102 (the federal basis for 3 eligible children and a needy eligible relative) is allocated to the 4 persons having regular status. The balance of \$32 is allocated to the two children having no county residence.*

**2. BHI Aid Payrolls, Form CA 801-BHI**

BHI Aid Payrolls do not include children eligible for federal participation.

The basis for state participation is \$60 or the amount of the charge for care for each individual child, whichever is the lesser. Payments for care of children made to an institution, a boarding home, a probation officer, or an agency to which the children are committed by the court shall be listed separately for each child on the payroll in Column 4, Warrant Amount, regardless of whether the payment is made to the payee in one warrant for all the children in the boarding home, or institution, or whether separate warrants are issued for each child in the boarding home or institution. In no case shall the state basis exceed the amount paid for the care of each individual child.

The basis for state participation shall be shown opposite each child's name on the payroll in either Column 5A, Non-Federal cases or Column 5B, Non-County-Non-Federal cases, as follows:

- a. Amounts for children having one or more years of county residence shall be entered in Column 5A.
- b. Amounts for children who do not have one year of county residence shall be entered in Column 5B.

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FISCAL

AID CLAIMS

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**E. NON-COUNTY OR NON-COUNTY NON-FEDERAL CASES.**

In cases which have been receiving aid on a non-county or non-county non-federal basis, and county residence of one year is acquired during a month (six months for ANB and APSB recipients who became blind while residents of the state), the county shall assume its share of the aid beginning with the following month. If the required county residence is completed on the first day of a month, the county shall assume its share of the aid beginning with the first day of the month.

**Example A** - The residence of an aged person or a child was established on January 15. OAS or ANC is granted to begin on June 1 on a non-county basis. One year of county residence is acquired on January 15 of the next year. Reimbursement is claimed on a non-county basis for the full month of January, the county assuming its share of the aid beginning February 1.

**Example B** - A person who became blind while a resident of the state moves to the county with intent to reside on January 1. ANB is granted to begin on April 1 on a non-county basis. Six months of county residence is acquired on July 1, and the county assumes its share of the aid on July 1.

In ANC, if one or more children of a family group have non-county status and the remaining children have regular status, the \$30 basis for federal participation is allocated to a child having regular status. The non-county children are considered "second" children and the maximum federal basis for each child is \$21. If there is a needy eligible relative the \$30 federal basis is included with the group having regular status. (See F-730-D for allocation of state basis.)

**F. PAYMENTS FOR PARTIAL MONTHS****1. Computation of Total Amount**

In computation of a grant for a partial month, the rate of aid per day is computed on the basis of the actual number of days in the particular month involved including the beginning day of aid and the day of discontinuance.

**Example A** - OAS in the amount of \$75 a month begins on November 4. Aid for 27 days is paid ( $27/30 \times \$75$ ), making a total payment of \$67.50.

**Example B** - ANC-BHI in the amount of \$60 a month is paid through February 24 during a 29 day month. Aid for 24 days ( $24/29 \times \$60$ ), results in a total payment of \$49.66.

**2. Bases for State and Federal Participation**

If a partial month's claim is made, the bases for both state and federal participation are the actual amount of aid paid, the basis amounts not to exceed the maximum for a full month. Federal and state participation maxima are not prorated.

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AID CLAIMS

Fiscal

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Example A - If 20 days aid at the rate of \$65 in a 30 day month, or \$43.33, is paid to an OAS recipient, \$43.33 is the basis for state and federal participation.

Example B - If 25 days aid at the rate of \$80 in a 30 day month, or \$66.67, is paid to an ANB recipient, \$66.67 is the basis for state participation and \$55 is the basis for federal participation.

Example C - If 17 days aid at the rate of \$75 in a 30 day month, or \$42.50, is paid to an APSE recipient, \$42.50 is the basis for state participation.

Example D - If 15 days aid at the rate of \$75 in a 31 day month, or \$36.29, is paid for a child in a boarding home, \$36.29 is the basis for state participation.

Example E - If 25 days aid at the rate of \$150 in a 31 day month, or \$120.97, is paid for one child ineligible for federal participation, \$111 is the basis for state participation.

Example F - If 10 days aid at the rate of \$95 in a 31 day month, \$30.65, is paid for three children eligible for federal, \$30.65 is the basis for both state and federal participation.

Example G - If 17 days aid at the rate of \$100 in a 31 day month, or \$54.84, is paid for three children, two of whom are eligible for federal, \$54.84 is the state basis and \$51 is the federal basis.

**3. Computation of ANC Payments and Basis for State Participation in Transfers Between the Home of a Relative and a Boarding Home or Institution.**

If a child is moved from the home of a relative to a boarding home or institution (or vice versa) during a month, ANC shall be computed and claimed as follows:

- a. If an amount equaling or exceeding the maximum state basis is paid in advance to the relative for the full month, or if an amount paid in advance or during the month to the relative for a partial month equals or exceeds the maximum allowable for a full month, a full month's aid is allowed on the voucher claim. No state basis is claimed on the BHI cash claim for that month.

Example A - Maximum for full month paid in advance to relative. A child is living with his mother and the monthly ANC payment of \$111 is paid to the mother on January 1. On January 25, the child is placed in a boarding home. The state basis is claimed only on a voucher claim in the maximum amount of \$111.

Example B - Maximum for partial month paid in advance to relative. A child living with his mother and receiving aid at the rate of \$124 a month is to be placed in a boarding home on January 29. The change is known in advance and on January 1 the mother is paid for 28 days in the amount of \$112 ( $28/31 \times \$124$ ). The state basis is claimed only on the voucher claim in the maximum amount of \$111.

Example C - Transfer from BHI to relative during month. Relative paid maximum for partial month. A child living in a boarding home is moved on January 4 to his mother's home, where aid is granted in the amount of \$124 a month from January 4. The mother is paid for 28 days in the amount of \$112 ( $28/31 \times \$124$ ). The state basis is claimed on the voucher claim only in the maximum amount of \$111.

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FISCAL

AID CLAIMS

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- b. If less than the maximum state basis is paid in advance to the relative for the full month, or if less than the maximum is paid in advance or during the month for a partial month and a payment is also made to a boarding home, the claiming of the maximum reimbursement of state funds is divided between the voucher and BHI claims. The voucher claim should show the total amount paid to the relative and the regular bases for federal (if eligible for federal) and state participation for the full month, not to exceed the amount actually paid. The BHI claim should show the warrant amount paid to the boarding home or institution; however, the basis for state participation should be only in an amount necessary to effect the maximum state reimbursement in both payments for the month, not to exceed the amount actually paid. If such transfers occur, the maximum state basis for family budget units applies (Sec. F-560), except that the basis for state participation on the BHI claim for the partial month shall not exceed \$60.

Example D - Transfer from relative to BHI. Full month paid in advance to relative less than maximum.

A child living with the mother is receiving aid in the amount of \$67.50 a month. On January 16 the child is moved to a boarding home and the payment is increased to \$77.50. On January 1 a warrant is issued to the mother for the full month in the amount of \$67.50. At the end of the month a warrant is issued to the boarding home for 16 days aid in the amount of \$40 ( $16/31 \times \$77.50$ ). The total amount of \$67.50 paid to the mother is shown on the voucher claim as the basis for state participation. Only \$43.50 state basis (\$111 maximum state basis less \$67.50 allowed on the voucher claim) may be claimed on the BHI claim.

Example E - Transfer from relative to BHI. Partial month paid to relative in advance - less than maximum.

A child living with the mother is receiving aid in the amount of \$66 a month. On January 6 the child is moved to a boarding home and the grant is decreased to \$60. This change is known in advance and on January 1 a warrant is issued to the mother for 5 days aid in the amount of \$10.65 ( $5/31 \times \$66$ ). At the end of the month a warrant is issued to the boarding home for 26 days aid in the amount of \$50.32 ( $26/31 \times \$60$ ). The total amount of \$10.65 paid to the mother is shown on the voucher claim as the basis for state participation. The total amount of \$50.32 paid to the boarding home is shown on the BHI claim as the basis for state participation, since the total of the two payments does not exceed the maximum of \$111 for the family budget unit, and the amount paid to the boarding home is within the BHI maximum of \$60.

Example F - Transfer from BHI to relative. Partial month paid to relative less than the maximum.

Partial month paid to BHI over maximum. A child is living in a boarding home where aid is being paid at the rate of \$84 a month. On January 26 the child is moved to his mother's home where aid is granted in the amount of \$95.50 a month effective January 26. Two warrants are issued, one to the boarding home for 25 days aid in the amount of \$67.74 ( $25/31 \times \$84$ ) and one to the mother for 6 days aid in the amount of \$18.48 ( $6/31 \times \$95.50$ ). The total amount of the payment of \$18.48 made to the mother is shown on the voucher claim as the basis for state participation. Only \$60 state basis may be claimed on the BHI claim, since the warrant amount of \$67.74 exceeds the BHI maximum of \$60.

4. Federal Participation When an Additional Child Becomes Eligible for Aid During the Month.

Federal participation for the full month is allowed for an additional child of a family receiving ANC for whom aid is approved to begin during the month, if such child meets all federal requirements of eligibility and the initial payment is not made retroactively.

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AID CLAIMS

FISCAL

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Example A - Two children eligible for federal participation (relative not needy) are receiving aid at the rate of \$100 on January 1. Aid is approved to begin on January 14 for an additional child of the same family who is also eligible for federal participation. Aid continues at the rate of \$100 and the basis for federal participation for the three children is \$72.

Example B - Two children eligible for federal participation (relative not needy) are receiving aid in the amount of \$170 (\$162 basis for state participation and \$8 county supplemental aid). An additional child becomes eligible for ANC on January 13, and is also eligible for federal participation. The basis for state participation is increased to \$170 and ANC is continued at that rate. One warrant in the amount of \$170 is issued. The basis for state participation for the month of January is \$170 and the federal basis is \$72.

Example C - Two children eligible for federal participation (relative not needy) are receiving ANC in the amount of \$100 on January 1. The family grant is increased to \$120 on January 14, when aid is approved to begin for an additional child of the family, who is also eligible for federal participation. The method of arriving at the total payment for the month is as follows:

|                                              |          |
|----------------------------------------------|----------|
| 13 days @ \$100 . . . . .                    | \$41.93  |
| 18 days @ \$120 . . . . .                    | 69.68    |
| Total basis for state participation. . . . . | \$111.61 |

On the first of the month, one warrant is drawn in the amount of \$100 for the first two children and in the middle of the month, a supplemental warrant in the amount of \$11.61 is issued to cover the increase for the third child. The basis for federal participation is \$51 in the first warrant of \$100 issued for the first two children and \$21 in the supplemental warrant for \$11.61 issued for the additional child, or a total of \$72 for the three children.

5. Federal Participation When an Eligible Relative is Added to an ANC Case During the Month.

Federal participation for the full month is allowed for an eligible relative added to an ANC family budget unit during the month, provided the authorization is not effective for a month prior to the month in which the action is taken.

G. TWO OR MORE ANC FAMILY BUDGET UNITS IN ONE HOUSEHOLD

1. Two or More Family Budget Units in the Same Household and There is a Different Payee for Each Family Budget Unit.

Federal participation is available on the basis of the amount paid up to maxima of \$30 for each needy eligible relative, \$30 for one eligible child in each family budget unit, and \$21 for each of the additional eligible children in each family budget unit. State participation is allowed up to the maximum state basis for each family budget unit.

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FISCAL

AID CLAIMS

F-730

F-730 (Continued)

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2. All of the Children in a Household are in the Care and Control of One Person or the Aid for All of the Children in the Household is Paid to One Person.

Federal participation is allowed on the basis of the amount paid up to maxima of \$30 for the needy eligible relative, \$30 for only one eligible child, and \$21 for each additional eligible child in the household. State participation is based on the maximum state basis for the number of children in the household. These maxima apply regardless of whether there is more than one family budget unit in the household and regardless of whether more than one warrant is issued.

H. ANC MISMANAGEMENT CASES

1. Pay Rolls and Contra Rolls

Amounts claimed for ANC payments in mismanagement cases shall be listed on pay rolls (and credits for such payments on contra pay rolls) separately from other ANC cases in the claim and labeled accordingly. Amounts for each case paid by warrant(s) shall be listed by warrant number and amount. Amounts allotted from the monthly authorization for payments in kind shall be indicated as such on the claim by the designation "in kind" in lieu of the warrant number. Thus, the full monthly assistance authorization for each mismanagement case will be claimed each month. Each separate warrant issued and the total amount allotted for payment in kind shall be shown and in the warrant amount column as to the type of mismanagement payment, i.e., "U" unrestricted payment, "C" controlled payment, and "K" payment in kind. "In kind" payments and controlled warrants shall be claimed as nonfederal or noncounty nonfederal, depending on whether there is county residence. Participation codes are indicated on the pay rolls and brought forward to the Claim Summary Sheet in the same manner as for the regular pay roll.

2. Adjustment of Unexpended Balances

Any unexpended balance not encumbered by outstanding vendor orders or not required for unmet needs of the children shall be reported as a credit to state and county funds in the same manner in which other repayments of aid are reported. An adjustment of the unexpended balance appearing on the financial record of payments in kind (See Sec. F-360, B, 2) shall be made at the time of the semiannual re-examination required in ANC Manual of Policies and Procedures - ANC Sec. C-516, D, whenever aid is discontinued, or whenever the case is placed on the unrestricted cash payment plan.

I. REPORTING OF RETURN OF ERRONEOUS REPAYMENTS

If an erroneous repayment has already been reported on a claim to the SDSW and such erroneous repayment is returned to the person, the county shall report the return on a current claim in the same manner as payments for prior months are reported or, if the county fiscal procedure requires it, as a credit item on the contra rolls for repayments.

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AID CLAIMS

FISCAL

F-730 (Continued)

F-730

If the erroneous repayment was not previously reported on a claim to the SDSW, the return of the erroneous repayment shall not be reported, but all pertinent facts regarding the return shall be incorporated into the case record.

J. HELD OR SUSPENDED AID WARRANTS

An aid warrant once drawn, even though held or suspended, shall be claimed in the same manner as other aid warrants delivered in the month in which drawn. If a held or suspended warrant is later canceled, the cancelation shall be reported on the claim for the month in which canceled and a copy of the document authorizing the cancelation shall be filed in the recipient's case file.

(W&IC 116, 1510, 1511, 1512, 1552.2, 1552.3, 1553, 1554, 1556, 1556.5, 1559, 1560, 2020, 2021, 2140, 2183, 2186, 2187, 2189, 2200, 2222.7, 3025, 3075, 3084, 3087.1, 3087.3, 3420, 3432, 3460, 3472, 3480, 3482; FSSA)

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(Pursuant to Government Code Section 11380.1)

F-850 EXPENDITURES CHARGEABLE TO ADOPTIONS, BOARDING HOMES,  
AND CHILD WELFARE SERVICES

F-850

The state accredits certain agencies for the administration of aged and children boarding home licensing programs. It also licenses certain agencies to administer independent and agency adoption programs. State reimbursement is available for expenditures necessary for proper and efficient administration of these programs. Reimbursement through the state is also available from U.S. Children's Bureau funds, in accordance with agreements approved by the SDSW for certain expenditures incurred in the Child Welfare Services program.

A. AGENCY AND INDEPENDENT ADOPTIONS

Certain expenditures incurred by licensed adoption agencies in administration of the agency and independent adoption program are reimbursable upon filing proper claims with the SDSW. Claims for administrative expenditures in this program shall not include expenditures defined as adoption cost of care (See Sec. F-920). Reimbursement is further restricted in accordance with the terms of annual budgets approved by SDSW.

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Fiscal

ADMINISTRATIVE EXPENDITURES

F-850

F-850 (Continued)

F-850

1. Method of Claiming

Prior to the issuance or renewal of a license by the SDSW, an agreement must be reached between the licensed adoption agency and the SDSW with respect to the sums which may be claimed during the fiscal year, segregated as to expenditure category (See Sec. F-810, Item D). The amounts so budgeted shall be a limitation, within each category, on reimbursement to the agency during the fiscal year, except that subsequent action by the SDSW may modify the budgeted amounts.

Salaries and wages include only those amounts properly allocable to the adoption program.

Maintenance and operation includes certain professional services, materials, supplies, communications, travel and space costs. Professional services include medical, dental, psychological, or psychiatric examinations made prior to placement for adoption to determine whether particular children are suitable to place for adoption. Materials and supplies include layettes or other clothing, bedding, etc., which are not assigned permanently to a particular child but are used repeatedly for relinquished children generally. Space costs include office rent, janitorial services, heat, light, water, power, and maintenance repairs. Claims on an amortized basis for building purchase or construction or building alterations and improvements may be made only upon prior written approval of the SDSW.

2. Records to be Maintained by Agency

Licensed adoption agencies shall maintain such records and accounts as are necessary to substantiate the correctness of claims for administrative expenditures filed with the SDSW. Such records shall be made readily available for state review and audit.

B. AGED AND CHILDREN BOARDING HOME LICENSING AND INSPECTION

Reimbursement from state funds for certain costs of administration is available to county and city agencies which have entered into written agreement with the SDSW pursuant to which the agencies so accredited inspect and license specified types of boarding homes for aged persons and children. Reimbursement is not available to agencies accredited to inspect but not to license boarding homes.

1. Method of Reimbursement

The amount of state reimbursement is based on the expenditures properly allocable and reported on the monthly claim for administrative expenditures as chargeable to the aged and children boarding home licensing and inspection program and is limited, in any fiscal year, to an amount not exceeding the product of \$4 times the number of valid licenses in effect on the last day of each month in the fiscal year.

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F-850

ADMINISTRATIVE EXPENDITURES

Fiscal

F-850 (Continued)

F-850

The agency shall report for each month the number of valid licenses in effect for that month as provided in Section Y of the Administrative Expenditures Worksheet, Form DFA 64, Part II. The SDSW, in audit and approval of each monthly claim, will certify to the State Controller for reimbursement the amount of proper expenditures claimed each month up to the product of \$4 times the number of valid licenses in effect for that month, plus any expenditures claimed in previous months in the fiscal year which were not allowed and which may be allowed in accordance with the cumulative license credit for valid licenses for the months to date in the fiscal year.

## 2. Definition of Valid License Credits

For purposes of license credits, a license in effect on the last day of the month is considered a valid license for that month. Any license discontinued prior to the last day of the month, is not considered a valid license for that month even though it was in effect every day except the last day of the month.

Example a: A license issued on July 31 is reported as a valid license in effect for the month of July.

Example b: A license expiring on July 31 is reported as a valid license since it was still in effect on the last day of the month.

Example c: A license expiring on July 30 is not reported as a valid license as it was not in effect on the last day of the month.

A license credit will not be allowed for any month in which the license terminates except if the license terminates on the last day of the month. A license terminates under any of the following conditions:

Death of licensee.

Change of operator. (See Sec. V-630, License Not Transferable, of the Manual Boarding Homes for Aged and Children)

Change of location. (See Sec. V-640, Change of Address, of the Manual Boarding Homes for Aged and Children)

Lapse of one year after the date of issuance.

Example: License issued 4-1-50 expires 3-31-51. (See Sec. V-440, Effective Date of License, of the Manual Boarding Homes for Aged and Children)

Change in status of specific person, if license issued for care of specified person only:

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FISCAL

ADMINISTRATIVE EXPENDITURES

F-850

F-850 (Continued)

F-850

Death of person for whose care license was issued.

Child specified on license reaches 16th birthday.

Child specified on license is legally adopted by foster parents:  
 i.e., decree of adoption is granted by court. (See Sec. I-800,  
 Foster Homes for which License is Not Required, Item B, Adoptive Homes, of the  
 Manual Boarding Homes for Aged and Children.)

Revocation of license. (See Sec. V-700, Revocation of License, of the Manual  
 Boarding Homes for Aged and Children)

Voluntary relinquishment of license. (See Sec. V-590, Voluntary Discontinuance,  
 of the Manual Boarding Homes for Aged and Children)

3. Records to be Maintained by Agency

Accredited licensing and inspection agencies filing claims for state reimbursement of administrative expenditures shall keep adequate records of the expenditures so claimed, maintained in such a manner as to be readily accessible to state review and audit.

Copies of Forms BHA 30.1 and BHC 30.1, Licenses, shall be kept on file in the agency subject to inspection or audit by the SDSW. Adequate records shall also be maintained of the number of licenses issued and terminated in support of the license credits stated on each monthly claim.

C. CHILD WELFARE SERVICES

1. Method of Claiming

In counties in which agreements have been approved by the SDSW for the employment of county child welfare supervisors or workers, and if the agreements specify that such employees may work less than full time on the Child Welfare Services program, the amount of the salaries chargeable to the Child Welfare Services program shall be determined on the basis of the time actually spent during each month on activities specified in the agreement. Reimbursement to the county for such salaries will be determined by applying the agreed percentage to be borne from Child Welfare Services funds against the amounts chargeable to the program as determined by time recording procedure with the limitation that reimbursement shall not exceed the amounts specified in the agreement.

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F-850 (Continued)

F-850

In counties in which agreements exist for the reimbursement of Child Welfare Services educational leave stipends, such expenditures shall be reported and charged as maintenance and operation items to the Child Welfare Services program. Counties may claim reimbursement for such stipend expenditures in accordance with the Child Welfare Services agreement.

Expenditures not contained in the agreement are not reimbursable without the specific written approval of the SDSW.

2. Records to be Maintained by Agency

Counties claiming expenditures for Child Welfare Services shall maintain such records and accounts as are necessary to establish the correctness of claims filed with the SDSW. Such records shall be made readily available for state review and audit.

(W&IC 116, 1560, 2302; CC 225q; FSSA)

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